GENERAL DATA PROTECTION NOTICE

# General Data Protection Notice instructions

## How should I use my General Data Protection Notice document?

This document offers concise guidance regarding how to draft and maintain a Data Protection Notice, including an example Data Protection Notice your company can use on your company website or various other online property.

## Will I need to update my GDPR strategy document?

Yes. After completion, you should then review your company’s General Data Protection Notice document at least once every three months, amending where necessary, to ensure your company is GDPR compliant.

# Introduction to your General Data Protection Notice

A General Data Protection Notice is a short document your company can use to set out the conditions under which you will capture or process the data of visitors to your website. This is ordinarily displayed in a clearly marked section of your company website, and it’s important to bear in mind that the conditions you outline as part of your General Data Protection Notice do not include a request for marketing consent.

Your Data Protection Notice template

[COMPANY NAME] collects, processes and stores the information and personal data you submit to our website in relation to [INSERT REASON FOR DATA PROCESSING]. All processing activities shall be carried out in accordance with your individual rights as defined by the European Union’s General Data Protection Regulation.

Please note that by submitting information about yourself through our website, you are agreeing for [COMPANY NAME] to process and store that data. This data shall be stored only for the duration of the previously outlined purpose for collection. We never store or process your data longer than we need to, and we do not use your data for any purpose other than those you have agreed to.

The data you submit to our website will never be shared with or transferred to a third-party organisation. The following partners are exempt from this policy as they assist [COMPANY NAME] in processing your personal data and delivering its services; [PARTNER OR SUPPLIER NAMES].

You reserve the right to request [COMPANY NAME] update your personal data at any time. You can also request information about your personal data, withdraw your consent for us to process your information or request a transfer or deletion of your data.

For more information about [COMPANY NAME] and how we protect and secure your data, consult our Privacy Policy [HYPERLINK].

Please tick this box to indicate you have read and consent to our Privacy Policy:

☐ *Yes, I agree to [COMPANY NAME’s] Privacy Policy*