Privacy Policy Template

This is the privacy policy of [Company Name]. This document explains [Company Name]’s policies for the collection, use, and disclosure of personal information.

# The Information We Collect

[Company Name] collects information by various methods including information actively provided by its lead providers, its customers, and information arising from customer surveys and general feedback.

The types of personal information we collect include name, contact information, identification information, credit information, and [Insert Other Data Types as Appropriate]. Credit card information is used for billing purposes only. We may record calls to or from our sales/customer service representatives for purposes of accuracy, performance reviews, training, and general quality assurance.

# How We Use This Information

This information is used to aid in the provision of our various products and services, including customer service, accounting, billing, collections, and the marketing of other products services.

[Company Name] may use aggregate or anonymous information for various uses for itself and third parties.

# Who We Share This Information With

[Company Name] does not share personal information with any third parties except as disclosed in this policy. [Company Name] may provide personal information to [Company Name] subcontractors and professional advisers (which shall be bound by privacy obligations) to assist [Company Name] uses disclosed herein.

## Security

Personal information is stored in a combination of paper and electronic files. They are protected by security measures appropriate to the nature of the information.

## Accessing Information

Individuals may review their personal information contained in [company name] files by contacting the [Company Name] privacy officer. If an individual believes that any of their personal information is inaccurate, we will make appropriate corrections.

## Cookies

Cookies are used by [Company Name] for the convenience of our users. Cookies automatically authenticate the user. A user can access the [Company Name] Web site with the cookie feature turned off; however, in doing so they may find themselves challenged for username and password information on multiple occasions. [Company Name] also uses cookies to track user’s visits and uses that information to improve the user’s experience.

## Links

The [Company Name] Web site may contain links to information at other Web sites. When you click on one of these links, you are moving to another Web site. We encourage you to read the privacy statements of these linked sites as their privacy policy may differ from ours.

# General

[Company Name] may amend this policy from time to time. If such amendments affect how [Company Name] uses or discloses personal information already held by [Company Name] in a material way, [Company Name] will obtain consent.

Notwithstanding the general terms of this policy, the collection, use, and disclosure of personal information may be made outside of the terms herein to the extent provided for in any applicable privacy or other legislation in effect from time to time.

[Company Name] may disclose personal information to another entity purchasing (including for diligence purposes prior to purchase) the assets of [Company Name], provided that entity abides by this or a similar privacy policy.

# Contact Us

For more information on [Company Name] and privacy please contact our privacy officer at:

[Insert Privacy Officer Contact Details]