# Privacy Notice (Template)

Effective Date: [DD Month YYYY]

Issued By: [Organisation Name]

Version: [v1.0]

## 1. Objective

This Privacy Notice explains how [Organisation Name] (“we”, “us”, or “our”) collects, uses, stores, and protects personal data through our websites, mobile applications, digital services, and offline operations. It also outlines the purposes of data processing, categories of personal data involved, lawful bases for processing, and the rights available to individuals under applicable law. This Notice applies to all users, customers, employees, vendors, and partners interacting with our services.

## 2. Categories of Personal Data Collected

|  |  |  |
| --- | --- | --- |
| Category | Examples | Purpose of Processing |
| Identification Data | Full Name, Date of Birth, Customer ID, Employee Code | Account creation and verification |
| Contact Data | Mobile Number, Email Address, Postal Address | Communication and customer support |
| Financial and Transaction Data | Bank Account, Card Details, UPI ID, Transaction History | Payments, billing, and reconciliation |
| Technical and Device Data | IP Address, Browser Type, Device ID | Security monitoring and diagnostics |
| Usage and Interaction Data | Pages Visited, App Activity, Click Behaviour | Analytics and user experience improvement |
| Cookie and Tracking Data | Cookies, Pixels, Tags | Service personalisation and advertising |
| Location Data | GPS Coordinates, Network Location | Geo-specific services and fraud prevention |
| Employment Data (if applicable) | Résumé, Job History, Education | Recruitment and HR administration |
| Sensitive Personal Data | Health or Biometric Information | Specialised lawful processing with explicit consent |
| Marketing and Preference Data | Interests, Feedback, Preferences | Marketing communication and updates |
| Third-Party Data | Data from vendors, affiliates, or partners | Fulfilment of business and operational functions |

## 3. Purpose of Processing

Personal data is processed for lawful and legitimate purposes including:  
1. Provision of goods or services requested by the individual.  
2. Verification of identity and prevention of fraud.  
3. Fulfilment of contracts and regulatory obligations.  
4. Delivery of updates, notifications, and customer support.  
5. Security monitoring, risk management, and compliance.  
6. Conduct of analytics, service optimisation, and research.  
7. Recruitment, employment, and internal administration.  
8. Marketing, communication, and service improvement.  
9. Lawful sharing with third parties for operational requirements.

## 4. Sources of Data Collection

Personal data may be collected directly from individuals through online forms, mobile apps, or physical documentation; automatically through cookies, analytics tools, and system logs; indirectly from authorised partners, affiliates, or vendors; and from publicly available sources or lawful disclosures.

## 5. Use of Cookies and Analytics

We use cookies and analytics technologies to support functionality, security, and continuous improvement. Users may adjust cookie preferences via browser or device settings. Disabling certain cookies may limit functionality.

## 6. Third-Party Sharing and Disclosure

Personal data may be shared with:  
• Service Providers (IT, hosting, payment, logistics partners under confidentiality agreements)  
• Analytics or Marketing Partners (for aggregated and anonymised performance insights)  
• Regulatory Authorities (when disclosure is required by law)  
• Affiliates or Subsidiaries (subject to contractual safeguards)  
• Advisors or Auditors (engaged under confidentiality obligations)  
  
We do not sell personal data under any circumstances.

## 7. Legal Basis for Processing

Processing of personal data is carried out under one or more lawful bases:  
- Valid and informed consent from the Data Principal.  
- Fulfilment of a contractual or pre-contractual requirement.  
- Compliance with legal obligations.  
- Legitimate interest pursued by the organisation, balanced against individual rights.

## 8. Grievance Redressal and Point of Contact

Individuals may submit grievances, queries, or requests concerning personal data processing to the designated Grievance Officer / Data Protection Officer (DPO).

* Grievance Officer / DPO: [Full Name]
* Email: [privacy@yourdomain.com]
* Telephone: [+91-XXXXXXXXXX]
* Postal Address: [Registered Office / Corporate Office Address]

Grievances shall be acknowledged and addressed within the prescribed timelines under applicable law. If the grievance remains unresolved, it may be escalated through the channels provided under the Digital Personal Data Protection Act, 2023.

## 9. Retention and Disposal

Personal data shall be retained only for as long as necessary to fulfil the purposes stated in this Notice or as required under applicable law. After the retention period expires, data shall be securely deleted, anonymised, or archived following internal retention policies and security standards.

## 10. Rights of Individuals

Individuals have the right to access their personal data, request correction of inaccurate information, request deletion of data no longer required, withdraw consent at any time, and file grievances concerning non-compliance. Requests can be made via [privacy@yourdomain.com] or through [link to online request portal].

## 11. Security Safeguards

We apply technical and organisational controls to safeguard data, including encryption, access restriction, employee awareness programs, and periodic audits to prevent unauthorised access or misuse.

## 12. Cross-Border Data Transfers

Where data is transferred outside India, such transfer shall comply with applicable legal requirements and occur only to jurisdictions providing an adequate level of protection.

## 13. Updates to this Notice

This Notice may be reviewed and updated periodically to reflect regulatory changes or operational adjustments. The latest version will be available at [link to privacy page]. Material updates will be communicated through appropriate channels.

By engaging with our services, you acknowledge that you have read and understood this Privacy Notice and consent to the processing of your personal data as described herein.

Template created by Navneetpriya Softech Solutions LLP (Securze)  
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