

# Data Privacy Policy Form

## Company Details

Company Name

Contact Person

Address

Email

Phone Number

## Data Collection

Types of Data Collected

E.g., Name, Email, Phone, Address...

How Data is Collected

## Data Use & Sharing

Purpose of Data Use

Data Sharing (if any)

## Data Protection

## Measures to Protect Data

## Data Retention Period

## **Rights of Individuals**

### Information about User Rights

E.g., access, correction, deletion of data, etc.

## **Contact & Complaints**

### How to Contact Regarding Privacy Policy

## **Policy Updates**

### Policy Update and Notification Procedure