

Data Privacy Policy Outline Template

1. Introduction

Brief overview of the purpose of the data privacy policy and its scope.

2. Information We Collect

- Types of personal data collected
- How data is collected (e.g., forms, cookies)

3. Use of Information

- Purposes for processing personal data
- Legal basis for data processing

4. Data Sharing and Disclosure

- Third parties or partners with whom data may be shared
- Conditions under which data is disclosed

5. Data Retention

- How long data is retained
- Criteria for determining retention periods

6. Data Security

- Security measures in place
- User responsibilities

7. User Rights

- Access and correction of data
- Data portability and deletion
- Objection and restriction rights

8. International Data Transfers

- Where applicable, how international transfers are managed

9. Policy Updates

- How and when changes to the policy will be communicated

10. Contact Information

- How users can contact for privacy concerns or questions