**GDPR Workshop**

**Privacy Statements**

Privacy statements need to be:

* Concise, transparent, intelligible and easily accessible
* Written in clear and plain language, suitable for the audience

You can’t be fair if you are not being honest and open about who you are and what you are going to do with the personal data you collect."

Privacy statements should include:

* Who you are
* What personal information you hold
* What you do with it and what you are planning to do with it
* Who you might share it with

You might also choose to include:

* Any consequences of not providing information
* How you ensure the security of personal information
* Explain people’s right of access to their data

Privacy information can be given orally, in writing, through signage and electronically.

You can refer people to a privacy statement, but should state it directly in your communications if:

* You are collecting sensitive information
* The intended use of the information is likely to be unexpected or objectionable
* Providing personal information, or failing to do so, will have a significant effect on the individual
* The information will be shared with another organisation in a way that individuals would not expect.

**Suggested Activities**

* Draft a privacy statement for your activities
* Consider whether it needs to be included directly in your communication, or whether a link would be suitable, or a mix.

**Example GDPR Privacy Notice**

MY ORGANISATION will be what’s known as the ‘Controller’ of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location based information. This does however include name, address, email, phone number.

**Why we need your data**

We need to know your basic personal data in order to provide you with on-going organisational updates and funding information and analysis services in line with this overall contract. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

**What we do with your data**

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so.

**How long we keep your data**

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

**What we would also like to do with your data**

We would however like to use your name and email address to inform you of our future offers and similar products. This information is not shared with third parties and you can unsubscribe at any time via phone, email or our website. Please indicate below if this is something you would like to sign up to.

🞎 Please sign me up to receive details about future oﬀers from MY ORGANISATION

**What are your rights**

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. complaints@thelizdatacompany.com

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner’s Office https://ico.org.uk/

**Sample Privacy Statement – While Seeking Consent**

Here at [organisation name] we take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.

However, from time to time we would like to contact you with details of other [specify products] / [offers] / [services] we provide. If you consent to us contacting you for this purpose please tick to say how you would like us to contact you:

Post ☐ Email ☐ Telephone ☐ Text message ☐

We would also like to pass your details onto other [name of companies who you will pass information to] / [well defined category of companies], so that they can contact you by post with details of [specify products] / [offers] / [services] that they provide. If you consent to us passing on your details for that purpose please tick to confirm:

I agree ☐