

Privacy notice

[ORGANISATION NAME] is the controller responsible for your personal data. We collect and process your personal data when you [provide the information requested on this form **OR** sign up for a newsletter **OR** enter a competition **OR** request more information about or purchase a product or service **OR** donate money to us **OR** [OTHER]].

Our website privacy policy contains more detailed information about our data processing (including about data security, data retention and lawful processing bases) and you should read that in conjunction with this privacy notice. See [FULL LINK TO PRIVACY POLICY]. [Alternatively if you do not have access to the internet, you can ask us to send you a hard copy by contacting the [Data Protection Officer **OR** Privacy Manager] below.]

[We only collect the personal data about you requested on this form and that you otherwise provide to us **OR** We may collect, use, store and transfer different kinds of personal data about you as well as the information on this form. This data may include identity data, contact data, financial data, transaction data, technical data, profile data, usage data and marketing and communications data]. The categories of data and how we collect these are explained in our website privacy policy.

We will only use your personal data for the purpose for which we collected it, which includes [to register you as a new customer][, to process and deliver your order][, to manage your relationship with us][, to enable you to participate in a prize draw, competition or complete a survey][, to improve our website, products or services][, marketing or customer relationships][, to recommend products or services which may be of interest to you].

We may share your personal data [within the [ORGANISATION] group or with external third parties such as our suppliers] and we may transfer, store and process your personal data outside the UK. More detail can be found in our website privacy policy [including details of our group companies].

For details of your rights under data protection laws, including the right to receive a copy of the personal data we hold about you and the right to make a complaint at any time to the Information Commissioner's Office, the UK regulator for data protection issues (www.ico.org.uk), please see our website privacy policy.

If you have any questions about this privacy notice or our data protection practices, our contact details are: [NAME OR TITLE OF DATA PROTECTION OFFICER OR PRIVACY MANAGER] [EMAIL ADDRESS] [POSTAL ADDRESS] [TELEPHONE NUMBER].