

## GDPR

### Privacy notice

This document is provided to customers of Spectulise Ltd. to help in their preparation for GDPR (General Data Protection Regulation). We don't make any guarantee of the completeness, accuracy or relevance to your particular circumstance. If you have particular questions, please contact us and we will do our best to assist.

There are also lots of resources on the Information Commissioner's website at <https://ico.org.uk>

#### Updating your privacy notice

If we have provided your website, we will have included a generic privacy policy.

GDPR requires you to be more specific in how you are using personal data. You should update your privacy policy detailing how you will use the information.

It should be simple to read, concise and appropriate to the audience of your website.

Your privacy statement should provide a good overview of your data use. When collecting information you may refer and link users to your privacy statement. You can also supplement it with additional statements built into your pages to aid transparency, explaining why you are collecting information and how it will be used.

You can find a checklist for your privacy statement on the ICO website.

<https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notices-transparency-and-control/privacy-notices-under-the-eu-general-data-protection-regulation/>

#### What to include in your privacy notice

Headings or topics you might want to consider covering:

- Who are we
- The personal information we collect and use
  - What personal information do we collect
  - Why do we collect your personal information
    - Lawful basis for processing
  - How we use your personal information
  - How long your personal data will be kept
  - Who we share your personal information with
  - Keeping your information safe
- What rights do I have
- Who to contact

There is some more detail about the content to populate these with below. You can adapt your own statement to suit your needs. You can find our privacy statement at [www.spectulise.com/privacy.html](http://www.spectulise.com/privacy.html)

Conceptulise users can edit their own privacy statement within the website editing tool. If you need us to load your new statement, please send us as copy.

## Further details of what to include in your privacy notice

- Who are we

### *An introduction to your organisation and what you do*

- The personal information we collect and use
  - What personal information do we collect
    - *Detail the information you collect – e.g. contact information, billing details*
  - Why do we collect your personal information
    - *Explain why you need the information – e.g. to respond to requests, to fulfil orders etc.*
    - Lawful basis for processing
      - *Use the ICO website to establish the lawful basis for the processing of information that you carry out*
  - How we use your personal information
    - *Explain how the information is used and stored*
  - How long your personal data will be kept
    - *You should have a data retention policy as part of your GDPR compliance which determines how long you will keep personal information for. You should provide detail of this.*
  - Who we share your personal information with
    - *If you transfer or pass on information you need to detail this.*
  - Keeping your information safe
    - *Detail steps taken to protect personal information.*
- What rights do I have

*You should list the rights applicable to those whose data you hold. We included an example of this below:*

- The right to be informed – we aim to be transparent about the information we collect and why we are using it. You can request further information from us at any time
- The right of access – you can request the information we hold about you
- The right to rectification – you can request us to correct any mistakes in the information we hold
- The right to erasure – you can request us to delete the information held on you
- The right to restrict processing – you can request us not to process your data in a particular way
- The right to data portability – to have us transfer your information electronically to yourself or another provider
- The right to object – to object to how we are using your information
- Rights in relation to automated decision making and profiling.

If you have a concern about how your data has been collected or used you also have the right to lodge a complaint with the Information Commissioners Office –

<https://ico.org.uk>

- Who to contact

### *The contact details of your Data Protection Officer*

Our generic data protection policy will have included information on the use of cookies. You can leave this unchanged unless you believe it doesn't meet your needs.