Delete or fill in any square brackets [] with your own information. You should then make a page on your website to add the text by cutting and pasting it in.

Start of Template

……………………………………………….

# Privacy Policy - [Author Website here]

This notice is for this website; [www.website.com] owned by [author name and registered address] and governs the privacy of those who use it. It explains how we control, process, handle and protect your personal data while browsing or using this website, including your rights under current laws and regulations.

**Definitions:**

"I" or "The Website" refers to [author name]

"you", "the user" refers to the user of the Website.

GDPR means General Data Protection Act.

## Processing of your personal data

Under the GDPR (General Data Protection Regulation) we control and process personal information about you electronically.

[We are registered with the ICO under the Data Protection Register, our registration number is: ########.]

[We are exempt from registration in the ICO Data Protection Register because [provide reason].]

Lawful basis: Consent

1. The reason we use this basis: You gave us consent to use your data when you bought or negotiated to buy a book from my website.
2. We process your information in the following ways: To send you a book and keep you updated with special offers and news about my books.
3. Data retention period: We will continue to process your information until…[put time period here]
4. Sharing your information: [We do not share your information with third parties.] [We do share your personal information with third parties because…]

[Here you can put your Wordpress plugins and apps such as Google Analytics]

Lawful basis: Legal obligation

1. The reason we use this basis: To pay my taxes correctly.
2. We process your information in the following ways: I must maintain a list of clients with name, address, and purchases for tax inspections in line with [put your county or nation’s tax service name here]
3. Data retention period: Six years
4. Sharing your information: We do not share your information with third parties. / We do share your personal information with third parties and they include…
5. If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We shall stop processing your personal information if the lawful basis used is no longer relevant.

## Your rights

Under the GDPR your rights are as follows.

* the right to be informed;
* the right of access;
* the right to rectification;
* the right to erasure;
* the right to restrict processing;
* the right to data portability;
* the right to object; and
* the right not to be subject to automated decision-making including profiling.

## Internet cookies

[We do not use cookies on the Website.]

[We use cookies on this website to provide you with a better user experience. We do this by placing a small text file on your device / computer hard drive to track how you use the website, to record or log whether you have seen messages that we display, to keep you logged into the website where applicable, to display relevant adverts or content, referred you to a third-party website.

Some cookies are required to enjoy and use the full functionality of this website.

We use a cookie control system which allows you to accept the use of cookies, and control which cookies are saved to your device / computer. Some cookies will be saved for specific time periods, where others may last indefinitely. Your web browser should provide you with the controls to manage and delete cookies from your device, please see your web browser options.

Cookies that we use are:

[list of cookies used]]

## Data security and protection

We ensure the security of any personal information we hold by using secure data storage technologies [provided by your server/hosting name here] in how we store, access and manage that information.

We use these companies to manage data…

## Sponsored links, affiliate tracking & commissions

Our website may contain adverts, sponsored and affiliate links on some pages. These are served through our advertising partners [Google AdSense, eBay Partner Network, Facebook, Amazon Affiliates, or are served through our own means.]

Clickable sponsored or affiliate links may be displayed as a website URL like this; [www.kwillbooks.com](http://www.kwillbooks.com) or as a titled text link like this: Bookshops in Cambridge

Clicking on any adverts, sponsored or affiliate links may track your actions by using a cookie saved to your device. You can read more about cookies on this website above. Your actions are usually recorded as a referral from our website by this cookie. We might earn a very small commission from the advertiser or advertising partner, at no cost to you, whether you make a purchase on their website or not.

We use advertising partners in these ways to help generate an income from the website, which allows us to continue our work and provide you with the best overall experience and valued information.

If you have any concerns about this we suggest you do not click on any adverts, sponsored or affiliate links found throughout the website.

## Email marketing messages & subscription

Under the GDPR we use the consent lawful basis for anyone subscribing to our newsletter or marketing mailing list. We only collect certain data about you, as detailed in the "Processing of your personal data" above. Any email marketing messages we send are done so through [an email marketing service provider. We use:

[Mailchimp]

Here is there Privacy Policy:

[Mailchimp Privacy Policy](http://mailchimp.com/legal/privacy/)

They collect:

Email address

I.P address

Subscription time & date

[list other data that is stored]]

[Twitter Privacy Policy](http://twitter.com/privacy)

[Facebook Privacy Policy](http://www.facebook.com/about/privacy/)

[Google Privacy Policy](http://www.google.com/privacy.html)

[Linkedin Privacy Policy](http://www.linkedin.com/static?key=privacy_policy)

You can opt out of receiving emails or ask to see the data we hold for you, or request we remove your data at any time by the following methods:

* Unsubscribe at the bottom of the email
* Contact us at [email address]

UPDATED MAY 2018

[End of Template]