**Privacy Policy Template - Things to Include**

~~~~~~~~~~~~~~~~~~~~~~~~BEGIN PRIVACY TEMPLATE ~~~~~~~~~~~~~~~~~~~~

**Who We Are**

OUR COMPANY NAME HERE takes privacy and security very seriously.

Our website address is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy is to inform you of the type of personal information the site collects and how it is processed and used, per US/EU Privacy Guidelines.

**About** OUR COMPANY NAME HERE

OUR COMPANY NAME HERE is a

**Anonymous Information Collected**

An IP address is an anonymous bit of data dropped by all site visitors (both human and bots). It is tracked by the following entities for better security, content creation, and marketing purposes.

Your browser may also send response headers with generic/anonymized information about the type of browser, computer/device, and ISP you are using, and your location by country only.

The privacy policy of each entity that collects this information is linked below, if you would like more info about them.

NOTE: Consider if you use things like – include them below with link to their privacy policies:

* Google Analytics
* Your website hosting account
* YouTube
* Facebook Pixel Tracking
* A CDN
* Other data analytics
* Plugins that track/record this information
* Other…

**Email Collection**

My list service provider is YOUR LIST SERVICE PROVIDER AND LINK TO PRIVACY

If you elect to subscribe, your email address will be stored on their servers. You can access your info any time by Explain how they can access, change, and unsubscribe here.

Enter how you share (or do not share) any email/ information collected here.

**What personal data we collect and why we collect it**

**Comments**

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor’s IP address and browser user agent string to help spam detection.

An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is [available here](https://automattic.com/privacy/). After approval of your comment, your profile picture is visible to the public in the context of your comment.

**Media**

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

**Contact forms**

How is information entered onto your contact forms handled? Is it stored in a database? Shared with others? Detail that here.

**Cookies**

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

**Embedded content from other websites**

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that website.

**Analytics**

[Google Analytics](https://policies.google.com/privacy/) is used on this site so I can discover the type of content you find most helpful and create more of it. (Note: Google does not have access to this data.)

If you use Google Analytics, else note other tools you use. (Note must have anonymous setting in use at Google Analytics Setup)

**Who we share your data with**

**How long we retain your data**

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

**What rights you have over your data**

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

**Where we send your data**

Visitor comments may be checked through an automated spam detection service.

Note where if anywhere data is sent.

**Transaction Data**

**How we protect your data**

Enter what security measures are in use on site here (encryption, etc.)

Online payments are …enter online payment info, compliance, and privacy links here if applicable

If you purchase one of my services, the following data is shared:

Enter those details here.

**Third-Party Links**

OUR COMPANY NAME HERE frequently links to helpful info and resources provided by other bloggers and vendors.

Clicking on those links or enabling those connections may allow third parties to collect or share data about you on their site. I do not control these third-party websites and am not responsible for their privacy statements. When you leave OUR COMPANY WEBSITE HERE, I encourage you to read the privacy notice of every website you visit.  Affiliate relationships will be explicitly disclosed.

**Disable Tracking**

You can disable cookies through your own browser settings. Check with the browser vendor for more info on how to do that, if you wish.

**Industry Specific Policies or Disclaimers**

Enter any industry specific compliance, privacy, or disclaimers here or at top of document.

**Disclaimer and Limitation of Liability**

OUR COMPANY NAME HERE makes no representation, warranties, or assurances as to the accuracy, currency, or completeness of any privacy polices of 3rd party entities that information is shared with.

**Concerns**

You’re welcome to contact me directly (PUT CONTACT INFO/LINK HERE) with any concerns you may have about your info that is collected through the site.

~~~~~~~~~~~~~~~~~~~~~~~~END OF PRIVACY TEMPLATE ~~~~~~~~~~~~~~~~~~~~

**Note: Your privacy policy should be prominently linked on your website.**

**DISCLAIMER:**

This privacy policy template is a starting point for you as a business owner to start your path toward GDPR Compliance. Paula Gregorowicz, The Paula G Company LLC, is not a lawyer and any GDPR resources provided verbal or written does not constitute legal advice. It is recommended that you consult with your own business legal representative for the specifics on your business’ needs for compliance. By using this template you agree to hold Paula Gregorowicz and The Paula G Company LLC harmless for any omissions or specifics as they relate to your business.

**Need More Help?**

Need help getting your privacy policy complete and up on your site? Or simply have more questions about what technology you are using and how it applies? Contact me at paula@thepaulagcompany.com or 267-382-0568 and I’d be happy to set up a consultation with you.