

Privacy Policy vs Privacy Notice



- ❖ **Policy definition:** An **internal statement** that governs an organisation or entity's practices for handling personal information. It is directed at the users of the personal information. A privacy policy instructs employees of the collection and use of the data, as well as any specific rights the data subjects may have.

- ❖ **Privacy Notice/Statement:** A statement made to a data subject that describes how the organisation collects, uses, retains and discloses personal information.

See next slide to find out what needs to be included in a Privacy Notice

Privacy Notice – Article 13 and 14



Requirement	Article 13	Article 14
Identify and contact details of the controller and the DPO	✓	
Purpose of the processing and the legal basis for the processing	✓	
The legitimate interest of the controller or 3 rd party, where applicable	✓	
Categories of personal data	✓	
Any recipient or categories of recipients of the personal data		✓
Details of transfers to third countries and safeguards	✓	
Retention period or criteria used to determine the retention period	✓	
The existence of each of data subject's rights: access, rectification, erasure, etc.	✓	
The right to withdraw consent at any time, where relevant	✓	
The right to lodge a complaint with a supervisory authority	✓	
The source the personal data originates from and whether if came from publicly accessible sources		✓
Whether the provision of personal data part of a statutory or contractual requirements or obligation and possible consequences of failing to provide the personal data	✓	
The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences	✓	