Privacy notice template

A plain language privacy notice structure for websites, forms and service sign ups, with prompts for each section.

Replace everything in [square brackets]. Delete any section that does not apply, and make sure every statement matches what your organisation really does.

Who we are

[Organisation name], [registered address], RC [number], is the data controller for the personal data described in this notice. You can contact us about privacy at [email] or [phone]. [Our data protection officer is [name], [email].]

What personal data we collect

- [Identity details, such as name and date of birth]
- [Contact details, such as phone number, email and address]
- [Service or account details]
- [Payment details]
- [Technical data, such as IP address and device information]
- [Any sensitive personal data, and why it is needed]

Why we use it and our lawful basis

Purpose	Lawful basis
[Providing the service you asked for]	[Contract]
[Meeting tax and regulatory requirements]	[Legal obligation]
[Sending updates you signed up for]	[Consent]
[Preventing fraud and keeping systems secure]	[Legitimate interests]

Who we share it with

[List the categories of recipients, for example payment providers, IT and hosting providers, professional advisers and regulators. Say that they process data under written agreements.]

Transfers outside Nigeria

[State whether personal data is transferred outside Nigeria, to which countries or providers, and the safeguards relied on under the NDPA.]

How long we keep it

[Give retention periods for each main type of record, or the criteria used to decide them.]

How we protect it

[Describe the main technical and organisational measures in plain words.]

Your rights

You can ask us to give you a copy of your personal data, correct it, delete it, restrict or object to how we use it, move it to another provider, or withdraw consent at any time. Contact [email]. We will reply within [30] days. If you are not satisfied, you can complain to the Nigeria Data Protection Commission.

Changes to this notice

We will update this notice when our practices change. Last updated: [date].

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