**PRIVACY POLICY TEMPLATE – FOR EXAMPLE PURPOSES ONLY**

*Disclaimer: For clarity, Maptionnaire only acts as the data processer of the Customer in regard to any personal data collected via questionnaire. This template has been designed solely to serve as an optional template for the Customer to use when creating their own privacy policy.*

*All examples have been given for example purposes only.*

**1. CONTROLLER**

[CUSTOMER] processes personal data in connection with [DESCRIPTION OF THE PROJECT FOR WHICH QUESTIONNAIRE IS USED].

This Privacy Policy is intended to inform the respondents (“Data subjects”) of the way their personal data is collected, processed and used.

Please note that this Privacy Policy only applies to the data processing carried by [CUSTOMER] as a Controller.

**2. CONTACT DETAILS**

Name:

Company or organization number:

Address:

E-mail address:

Phone:

Website:

[FILL IN CUSTOMER NAME, ADDRESS AND CONTACT DETAILS]

Contact person: [NAME AND CONTACT DETAILS OF CUSTOMER’S DATA PROTECTION OFFICER OR OTHER PERSON RESPONSIBLE FOR THE REGISTER]

**3.**  **PERSONAL DATA COLLECTED**

*[DEFINE WHAT PERSONAL DATA IS COLLECTED]*

**4.** **SOURCES OF PERSONAL DATA**

[DEFINE THE SOURCES OF PERSONAL DATA]

*Where and how do you get the personal data?*

**5. THE PURPOSES AND LEGITIMATE GROUNDS FOR PROCESSING**

[SPECIFY THE PURPOSES AND LEGAL GROUNDS FOR THE USE OF DATA].

*What is the reason for collecting the personal data? (Eg. research, community planning...)*

*How will the personal data be used?*

*Will any identifiable data be published?*

**6. DATA RETENTION**

[SPECIFY RETENTION PERIOD]

*How long will the data be stored?*

**7. INTERNATIONAL TRANSFERS OF PERSONAL DATA**

[SPECIFY DATA TRANSFERS AND LOCATION OF DATA]

*Where will the personal data be stored geographically?*

*Will the personal data be processed in systems with servers outside of the EU/EEA area?*

*How will international data transfers be secured?*

**8. PERSONAL DATA RECIPIENTS**

[SPECIFY RECIPIENTS OF PERSONAL DATA]

*Who will have access to the personal data?*

*Will external service providers or other third parties receive access to data?*

**9.** **DATA SUBJECTS’ RIGHTS**

## *Right to access*

## [CUSTOMER] offers access for the data subjects to the personal data processed by [CUSTOMER]. This means that data subjects may contact us and we will inform what personal data we have collected and processed regarding the said data subject and the purposes such data are used for.

## *Right to withdraw consent*

## In case the processing is based on a consent granted by Data subject, Data subject may withdraw the consent at any time.

## *Right to correct*

## Data subjects have the right to have incorrect, imprecise, incomplete, outdated, or unnecessary personal data we have stored about the data subject corrected or completed.

## *Right to deletion*

## Data subjects may also ask us to delete the Data subject’s personal data from our systems. We will comply with such request unless we have a legitimate ground to not delete the data.

## We may not immediately be able to delete all residual copies from our servers and backup systems after the active data have been deleted. Such copies shall be deleted as soon as reasonably possible.

## *Right to object*

## Data subjects may object to certain use of personal data if such data are processed for other purposes than purposes necessary for the performance of our Services to the Data subject or for compliance with a legal obligation.

## Data subjects may also object any further processing of personal data after prior given consent. If Data subject objects the further processing of personal data, this may lead to fewer possibilities to use our Services.

## Notwithstanding any consent granted beforehand for the purposes of direct marketing, Data subject has the right to prohibit us from using Data subject’s personal data for direct marketing purposes, market research and profiling by contacting us on the addresses indicated above or by using the functionalities of the Services or the unsubscribe possibility offered in connection with any direct marketing messages.

## *Right to restriction of processing*

## Data subjects may request us to restrict certain processing of personal data, this may however lead to fewer possibilities to use our Services.

## *Right to data portability*

## Data subjects have the right to receive their personal data from us in a structured and commonly used format and to independently transmit those data to a third party.

## *Using the rights*

[DESCRIPTION OF HOW THE RIGHTS CAN BE USED]

**10. INFORMATION SECURITY**

[DESCRIPTION OF TECHNICAL AND ORGANIZATIONAL MEASURES]

*What kind of safeguards are in place to protect the personal data?*

*How is technical security ensured?*

*How is organizational confidentiality and security ensured?*

**11. LODGING A COMPLAINT**

In case you consider the processing of your personal data to be inconsistent with the applicable data protection laws, you have a right to lodge a complaint with the local supervisory data protection authority.

Last updated:

Date: