

# Privacy Policy or Privacy Notice

## Know the Difference

	Privacy Policy	Privacy Notice
Purpose	An internal artefact setting out the handling practices of personal information	Externally facing artefact informing data subjects what the organisation does with personal information
Example Content	<p><b>Scope of policy</b></p> <ul style="list-style-type: none"> <li>To whom it applies</li> <li>Information in scope and affected by policy</li> <li>Media of information</li> <li>How to use the policy</li> <li>Other policies applicable</li> <li>Scope of lawful processing</li> <li>Consequences of non-compliance</li> </ul> <p><b>Definitions and practices</b></p> <ul style="list-style-type: none"> <li>Types of information</li> <li>Purpose application and use restrictions</li> <li>Collection standards and processes</li> <li>Consent handling practices and documentation</li> <li>Minimality restrictions for collection</li> <li>Further processing and third party definitions and agreements standard</li> </ul> <p><b>Processes, handling practices, and restrictions regarding</b></p> <ul style="list-style-type: none"> <li>Further processing</li> <li>Transfers to third parties</li> <li>Data Retention</li> <li>Document scanning and storage</li> <li>Destruction</li> <li>Data clean-up and completeness verification</li> <li>Request for access by data subject</li> </ul> <p><b>Roles and responsibilities of specific functions</b></p> <ul style="list-style-type: none"> <li>Human Resource Management</li> <li>Information Technology</li> <li>Compliance and Risk management</li> <li>Audit</li> <li>Governing Bodies</li> </ul> <p><b>Security prevention practices</b></p> <ul style="list-style-type: none"> <li>Secure workstations for users</li> <li>Secure printing and copying facilities</li> <li>Secure distribution and use of privacy data by users</li> <li>System log on access and authorisation standards and procedures</li> <li>Restrictions on sharing of personal information</li> </ul> <p><b>Training and competence requirements for role bases users</b></p>	<ul style="list-style-type: none"> <li>Identifying and contact details of the Responsible Party / Operator. collecting privacy information.</li> <li>The lawful grounds for processing and how the data is collected.</li> <li>Categories of personal data.</li> <li>Recipients of personal data.</li> <li>What information is collected.</li> <li>How the information is protected.</li> <li>How the information is used and shared if applicable.</li> <li>Details of transfer to third country and safeguards if applicable.</li> <li>Retention period and criteria for retention.</li> <li>Existence of data subject rights.</li> <li>Existence of automated decision making including profiling.</li> <li>What will be the effect of the above on the individuals concerned.</li> </ul>