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## GDPR Privacy Policy Requirements Summary

This Gap GDPR Privacy Policy Requirements Summary is designed to help you identify the information you will need to meet “best practices” from both a United States and European Union General Data Protection Regulation perspective. For both US and GDPR, your Privacy Policy should be:

- concise, transparent, intelligible and easily accessible, and
- written in clear and plain language

**United States – All Privacy Policies should, at a minimum, address the following.**

- What personally identifiable information you collect through the Website.
- What non-personally identifiable information you collect through the Website.
- How you use the information collected.
- With whom the information may be shared.
- The kind of procedures you employ in an effort to hinder the unauthorized access, use or disclosure of information you provide to us.
- Your policy and procedures in regard to information gathered from children (if applicable).
- Information related to third-party websites/links you may provide on your website.
- The laws that apply to those accessing our Website from outside of the United States.
- How users can learn about changes to our privacy policies, practices and procedures.

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## **GDPR – All Privacy Policies should, at a minimum, address the following.**

- The name and contact details of your organization.
- The name and contact details of your data-appointed representative (if applicable).
- The contact details of our data protection officer (if applicable).
- The purposes of the processing the personal data you collect.
- The lawful basis for the processing of the personal data.
- The legitimate interests for the processing the personal data (i.e. any third parties that are integral to the processing).
- Where the individual's personal information came from (if not collected directly from the person).
- The categories of personal information processed.
- Any organizations with which the personal information is shared.
- The details of transfers of the personal data to any third countries or international organizations (if applicable).
- The retention periods for the personal data.
- The rights available to individuals in respect of the processing personal data.
- The right to withdraw consent (if applicable).
- The right to lodge a complaint with a supervisory authority.
- The details of the existence of automated decision-making, including profiling (if applicable).

### **DISCLAIMER:**

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