



## Template: Privacy Notice (Short Form)

*A plain-language privacy notice any organisation can adapt.*

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### Change Log

Date	Author	Change	Version
2025-09-06	LucidSeal	Initial Version	v1.0

## Template: Privacy Notice (Short Form)

*This short form is designed to show how privacy can be explained clearly and simply. It can be adapted for websites, apps, or community projects.*

 **Tip for community use** – *This is a short version.*

*Always provide a link to your full Privacy Policy for more detail.*

### We respect your privacy.

Here's what you need to know in simple terms:

<i>What we collect</i>	<i>Why we collect it</i>	<i>How long we keep it</i>
Only the details we need to provide our service (e.g., name, email).	To deliver the service or respond to you	Deleted when no longer needed or when you ask us to
Basic technical information (e.g., browser, device type, IP Address).	To keep the service secure and improve it	Anonymised or deleted within a set timeframe (e.g., 30 days)

### You're in control

- You can ask to see, fix, or delete your information.
- We never sell your data.
- We only share when it's required by law or essential to provide the service.
- No hidden tracking, no surprises.

### Contact us

 [Insert contact email]

We'll reply in clear language and within a reasonable time (e.g., 5 business days).