



## Privacy Notice Template for a Website

### **DISCLAIMER:**

This Privacy Notice template is provided for general guidance purposes only and does not constitute legal advice or create any legally binding obligations. Data controllers/processors using this template should tailor it to reflect their specific data processing activities, legal obligations, and operational needs. It is recommended that data controllers/processors seek independent legal advice to ensure compliance with the Personal Data Protection Act, 2022, and its regulations. The PDPC disclaims any liability for any omissions or errors in the template.

PLEASE DELETE THIS DISCLAIMER ONCE YOU HAVE CUSTOMIZED THE DOCUMENT WITH YOUR ORGANIZATION'S DETAILS.

### **[Insert Name of Data Controllers/Processors]:**

#### **1. Introduction:**

Welcome to [Website Name] ("we," "our," or "us"). We are committed to protecting your personal data and ensuring that your personal information is handled in accordance with the Personal Data Protection Act, 2022, and its regulations. This Privacy Notice explains how we collect, use, disclose, and protect your personal data when you visit our website [Insert Website URL].

#### **2. Data protection principles:**

In this Section, state how you adhere to the principles of data protection under the Act.

#### **3. Information We Collect:**

In this Section, state the types of personal data you collect (Personal data and Special categories).

#### **4. Why and How We Collect Personal Information:**

In this Section, state why and how you collect personal data.

#### **5. Legal Basis for Processing:**

In this Section, state your legal basis for processing the personal data depending on your specific context such as consent, contract fulfillment, legal obligations, and legitimate interests.

#### **6. How We Use the Collected Personal Data:**

In this Section, state the purposes of using the collected personal data.

#### **7. How We May Share the Personal Data (if applicable):**

In this Section, describe who you may share the personal data with (e.g. third parties, such as service providers and regulatory bodies) for what purpose, and on which legal ground.

#### **8. Disclosure of Personal Data:**

In this Section, state the scenarios where you may disclose personal data and list the categories of recipients.

#### **9. Cross-Border Data Transfers:**

In this Section, if you transfer your personal data to countries outside of Tanzania, state how you will ensure that you have obtained the necessary permit from the PDPC and appropriate safeguards are in place in accordance with the Act.

#### **10. Children's Privacy:**

In this Section, state whether or not your website is intended for children under the age of 18. If you collect data from children, state the appropriate measures in place. If you do not knowingly collect personal data from children under this age, state what measures data subjects (users) must take.

#### **11. Where Personal Data May be Held:**

In this Section, state where the personal data is stored.

#### **12. How Long We Keep Your Personal Data (Data Retention):**

In this Section, describe how long you will retain the collected personal data to fulfill the purposes outlined in this Privacy Notice and to comply with legal obligations, resolve disputes, etc.

#### **13. Your Rights as a Data Subject:**

In this Section, list all applicable data subject rights under the Personal Data Protection Act, 2022, in relation to this Privacy Notice.

#### **14. Security of the Collected Personal Data:**

In this Section, describe the appropriate technical and organizational measures you implement to protect the collected personal data against unauthorized access, alteration, disclosure, or destruction.

#### **15. Automated decision-making and profiling:**

In this Section, state whether you use any collected personal data for automated decision-making or profiling.

**16. Access to Your Personal Data:**

In this Section, explain how users can access their personal data.

**17. Third-Party Links (If Applicable):**

In this Section, if your website contains links to third-party websites, explain who is responsible for their privacy practices.

**18. Cookies and Tracking Technologies (If Applicable):**

In this Section, if your website uses cookies to enhance the user experience, state how users can manage their cookie preferences through their browser settings. If more details are needed, they should refer to your [Cookie Policy].

**19. How to complain:**

In this Section, explain the complaint procedure for data subjects.

**20. Changes to this Privacy Notice:**

In this Section, state if this Privacy Notice may change from time to time, and any changes will be posted on this page with an updated effective date.