

Privacy Notice & Policy Drafting

Transparent Privacy Practices. Regulatory Compliance. Customer Trust.

Develop Clear, Compliant, and Business-Aligned Privacy Documentation

Privacy notices and internal privacy policies are essential components of an organization's privacy governance framework. They demonstrate transparency, define how personal data is handled, and communicate an organization's commitment to protecting the privacy of customers, employees, business partners, and other stakeholders.

Our **Privacy Notice & Policy Drafting** service helps organizations develop comprehensive, easy-to-understand, and legally aligned privacy documentation tailored to their business operations and applicable regulatory requirements.

Why Privacy Notices & Policies Matter

A well-drafted privacy notice and supporting policies enable organizations to:

- Demonstrate transparency in personal data processing
 - Meet regulatory disclosure requirements
 - Build trust with customers, employees, and business partners
 - Standardize privacy practices across the organization
 - Support internal governance and accountability
 - Reduce legal and operational risks
 - Improve audit and compliance readiness
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Our Service Covers

External Privacy Notices

Preparation of privacy notices for:

- Corporate Websites
- Customer Portals
- Mobile Applications
- E-commerce Platforms
- SaaS Applications
- Marketing Platforms
- Online Registration Forms

- Recruitment Portals
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Internal Privacy Policies

Development of policies including:

- Enterprise Privacy Policy
 - Data Protection Policy
 - Employee Privacy Policy
 - Information Handling Policy
 - Data Classification Policy
 - Data Retention & Disposal Policy
 - Data Sharing Policy
 - Cross-Border Data Transfer Policy
 - Third-Party Data Processing Policy
 - Privacy by Design Policy
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Consent & Transparency Documentation

Development of:

- Privacy Statements
 - Consent Language
 - Collection Notices
 - Employee Consent Forms
 - Vendor Privacy Clauses
 - Marketing Consent Notices
 - Cookie Notices
 - Communication Templates
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Supporting Documentation

Creation of:

- Data Processing Guidelines
 - Privacy Governance Procedures
 - Standard Operating Procedures (SOPs)
 - Privacy Roles & Responsibilities
 - Policy Awareness Material
 - Policy Review Framework
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Our Drafting Methodology

Phase 1

Business Discovery

Understand your organization, business model, products, services, and personal data processing activities.



Phase 2

Regulatory Assessment

Review applicable privacy laws, contractual obligations, and industry requirements.



Phase 3

Gap Analysis

Assess existing notices and policies to identify missing or outdated content.



Phase 4

Policy Development

Draft customized privacy notices, internal policies, procedures, and supporting documentation.



Phase 5

Stakeholder Review

Collaborate with business, legal, HR, IT, compliance, and leadership teams for validation.



Phase 6

Final Documentation



Deliver approved policies with implementation guidance and review recommendations.

Our Deliverables

- ✓ Website Privacy Notice
 - ✓ Customer Privacy Notice
 - ✓ Employee Privacy Notice
 - ✓ Vendor Privacy Notice
 - ✓ Corporate Privacy Policy
 - ✓ Data Protection Policy
 - ✓ Data Retention Policy
 - ✓ Cookie Notice
 - ✓ Consent Language Templates
 - ✓ Third-Party Privacy Clauses
 - ✓ Policy Review & Update Recommendations
 - ✓ Executive Summary
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Business Benefits

Our service helps organizations:

- Enhance transparency and accountability
- Improve regulatory compliance
- Strengthen customer confidence
- Standardize privacy practices
- Reduce legal and reputational risks
- Improve internal governance
- Support privacy awareness initiatives
- Facilitate audit readiness
- Simplify policy management

Supporting Privacy & Regulatory Frameworks

Our documentation is developed with consideration for leading privacy and governance frameworks, including:

- **Digital Personal Data Protection (DPDP) Act (India)**
- **General Data Protection Regulation (GDPR)**
- **ISO/IEC 27701 – Privacy Information Management**
- **ISO/IEC 27001 – Information Security Management**
- **NIST Privacy Framework**
- Industry-specific regulatory and contractual obligations, where applicable

Industries We Support

- Manufacturing
- Information Technology & SaaS
- Banking & Financial Services
- Insurance
- Healthcare & Life Sciences
- Retail & E-commerce
- Education
- Telecommunications
- Logistics & Supply Chain
- Professional Services
- Government & Public Sector
- Startups & Emerging Enterprises

Why Choose Us?

Tailored Documentation

We create policies that reflect your organization's actual business processes, data flows, and operational needs—avoiding generic templates.

Plain Language with Legal Alignment

Our documents balance regulatory expectations with clear, understandable language for customers, employees, and business partners.

Integrated Privacy Approach

Our policy drafting aligns with your broader privacy governance, information security, and compliance initiatives to ensure consistency across the organization.

Ongoing Support

Privacy requirements evolve over time. We provide advisory support to review and update documentation as your business, technology, or regulatory landscape changes.

Our Engagement Process

Initial Consultation → Information Gathering → Regulatory Review → Policy Drafting → Stakeholder Review → Final Documentation → Implementation Support & Periodic Updates

Build Trust Through Transparency

Clear and well-structured privacy notices and policies are fundamental to a mature privacy program. They communicate your organization's commitment to responsible data handling, support regulatory compliance, and strengthen trust with customers, employees, and business partners.

Whether you are launching a new digital service, updating existing documentation, or implementing a comprehensive privacy framework, our experts can help you develop practical, compliant, and business-focused privacy documentation.

Contact us today to create privacy notices and policies that protect your organization while reinforcing transparency and accountability.