Information Checklist

Privacy Policy for Information-Based Websites

This Information Checklist is designed to assist legal professionals in efficiently completing the "Privacy Policy for Information-Based Websites" template by identifying essential client information and outlining areas that require the client’s consideration. It is divided into two parts: Part 1 outlines the necessary information to draft the document, while Part 2 focuses on obtaining client instructions for clauses that may require further discussion. This checklist serves as a practical companion to the Privacy Policy for Information-Based Websites template, ensuring a well-drafted and enforceable document.

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| **Number** | **Information Required** | **Answer** |
| **Part 1: Information Required to Complete the Document** | | |
|  | **Website Information** |  |
|  | URL of the website |  |
|  | Name of the individual or entity that owns the website (Website Owner) |  |
|  | **Information Collection Details** |  |
|  | Types of personal information collected (e.g., name, email address) |  |
|  | Details on non-personal information collected (e.g., IP addresses, browser type) |  |
|  | **Use of Information** |  |
|  | Purpose for which personal information will be used (e.g., personalization, customer support, promotional emails). |  |
|  | **Third-Party Sharing** |  |
|  | List of third-party service providers (e.g., hosting, email delivery, analytics) |  |
|  | Confirmation of confidentiality and security obligations with third-party service providers |  |
|  | **Data Security Measures** |  |
|  | Description of security measures used to protect personal information |  |
|  | **User Rights** |  |
|  | Procedure to withdraw consent for data processing |  |
|  | Steps to update, correct, or erase personal information |  |
|  | **Retention of Information** |  |
|  | Duration for which personal information will be retained |  |
|  | Procedure for erasing information upon request or after cessation of purpose |  |
|  | **Grievance Officer Details** |  |
|  | Name, email address, and contact number of the grievance officer to handle user grievances |  |
|  | **Governing Law & Dispute Resolution** |  |
|  | Applicable jurisdiction (city and country) for legal disputes |  |
|  | Details for the arbitration process   * Seat of arbitration (city) * Number of arbitrators (one or three) * Legal costs and confidentiality agreement terms |  |
|  | **Effective Date of the Terms of Use** |  |
|  | Date the Privacy Policy becomes effective |  |
| **Part 2: Client Instructions for Clarification** | | |
|  | **Applicability of the Policy** |  |
|  | **Question:** Should the policy explicitly restrict access for minors, or will parental supervision suffice for minor users?  **Explanation:** Clarify if the policy will be applicable solely to users within specific jurisdictions or globally. Obtain instructions on any specific jurisdictions or limitations. |  |
|  | **Use of Information for Marketing Purposes** |  |
|  | **Question:** Should the Privacy Policy default to opting in or opting out of marketing emails? How will users withdraw consent?  **Explanation:** The Privacy Policy mentions the use of personal information for promotional emails or newsletters. The client must specify whether to include an opt-in/opt-out feature for marketing communications. |  |
|  | **Data Security Assurance** |  |
|  | **Question:** Should the limitation of liability clause be more detailed? What level of indemnification or warranty is acceptable regarding data breaches?  **Explanation:** Although the policy emphasizes reasonable data security measures, absolute security is not guaranteed. The client may want to specify the level of liability they are willing to assume in case of data breaches. |  |
|  | **Disclosure of Information to Third Parties** |  |
|  | **Question:** The client may wish to set additional restrictions on what information can be shared with third parties, especially regarding sensitive personal data. Instructions on any special confidentiality agreements with third-party providers should be obtained.  **Explanation:** The current clause allows the website owner to terminate accounts for breach of terms or law. Consider whether more lenient or stringent terms are appropriate. |  |
|  | **Governing Law & Jurisdiction** |  |
|  | **Question:** Which city will be specified for arbitration and legal proceedings? Should there be different dispute resolution mechanisms for international users?  **Explanation:** The policy states that disputes will be subject to the laws of India and resolved in a specified city. The client may wish to negotiate the city for dispute resolution, especially if the business operates internationally. |  |
|  | **Grievance Redressal Procedure** |  |
|  | **Question:** What is the designated response time for grievance resolution? Should there be any additional layers of appeal or resolution beyond the initial contact?  **Explanation:** Clients must appoint a grievance officer and provide their contact information. The grievance process must comply with legal requirements, but the client may wish to specify response times or additional remedies. |  |
|  | **Changes to the Policy** |  |
|  | **Question:** Should there be a minimum notice period before changes become effective? What method of notification will be used (e.g., email, website banner)?  **Explanation:** The client may want to define a more structured approach to notifying users about changes to the Privacy Policy. This could involve setting minimum notice periods or requiring express consent for significant changes. |  |

**Disclaimer**

This checklist is intended as an indicative guide for the information necessary to complete the associated template document and facilitate discussions between a legal professional and their client. TLL does not guarantee the accuracy, completeness, or interpretation of this checklist. Users are strongly encouraged to review the template document for which the information is being collected before relying on this checklist in legal practice.

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