

# GDPR Compliance Policy

[Company/Organization Name]

[Date]

## 1. Introduction

[Describe purpose and scope of this Compliance Policy]

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## 2. Data Protection Principles

- [Lawfulness, fairness, and transparency]
  - [Purpose limitation]
  - [Data minimization]
  - [Accuracy]
  - [Storage limitation]
  - [Integrity and confidentiality]
  - [Accountability]
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## 3. Legal Basis for Processing Data

[Specify the legal grounds for data processing]

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## 4. Data Subject Rights

- [Right to access]
  - [Right to rectification]
  - [Right to erasure]
  - [Right to restrict processing]
  - [Right to data portability]
  - [Right to object]
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## 5. Data Processing Activities

[List of processing activities and purposes]

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## 6. Data Security Measures

[Describe security measures in place]

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## 7. Data Breach Procedure

*[Describe breach handling and notifications]*

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## **8. Data Retention Policy**

*[Specify retention periods for personal data]*

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## **9. Data Sharing and Transfers**

*[Describe if/when data is shared or transferred outside the EU]*

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## **10. Data Protection Officer (DPO) / Contact**

*[Name and contact details of the DPO, if applicable]*

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## **Policy Review & Updates**

*[Describe how and when this policy will be reviewed and updated]*