

GDPR Compliance Policy

[Company/Organization Name]

[Date]

1. Introduction

[Describe purpose and scope of this Compliance Policy]

2. Data Protection Principles

- [Lawfulness, fairness, and transparency]
- [Purpose limitation]
- [Data minimization]
- [Accuracy]
- [Storage limitation]
- [Integrity and confidentiality]
- [Accountability]

3. Legal Basis for Processing Data

[Specify the legal grounds for data processing]

4. Data Subject Rights

- [Right to access]
- [Right to rectification]
- [Right to erasure]
- [Right to restrict processing]
- [Right to data portability]
- [Right to object]

5. Data Processing Activities

[List of processing activities and purposes]

6. Data Security Measures

[Describe security measures in place]

7. Data Breach Procedure

[Describe breach handling and notifications]

8. Data Retention Policy

[Specify retention periods for personal data]

9. Data Sharing and Transfers

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

10. Data Protection Officer (DPO) / Contact

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

Policy Review & Updates

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