

# Core Data Handling Policy

Document Version: \_\_\_\_

Date: \_\_\_\_

Approved by: \_\_\_\_

## 1. Purpose

This Core Data Handling Policy defines the principles, roles, and procedures for managing and protecting organizational data.

## 2. Scope

This policy applies to all staff, contractors, and third-party service providers who access, handle, or process data on behalf of the organization.

## 3. Definitions

Term	Definition
Personal Data	Any information relating to an identified or identifiable natural person.
Sensitive Data	Data subject to specific privacy and security requirements by law or organizational policy.
Data Processing	Any operation performed on data, including collection, storage, alteration, or deletion.

## 4. Data Classification

- Public
- Internal
- Confidential
- Restricted

## 5. Data Handling Procedures

1. Data may only be collected for specific and legitimate purposes.
2. Access to data is limited to authorized personnel on a need-to-know basis.
3. Data must be stored securely in accordance with relevant regulations.
4. Data transmission must utilize appropriate security controls.
5. Data retention periods will be defined and followed according to legal and business requirements.
6. Data must be securely destroyed when it is no longer required.

## 6. Roles and Responsibilities

- **Data Owner:** Accountable for the data and ensuring compliance with this policy.
- **Data Custodian:** Responsible for managing the safe storage and access of data.
- **Data User:** Responsible for handling data according to this policy.

## 7. Data Breach Response

In case of a data breach, the following actions must be taken:

1. Report the incident to the Data Protection Officer immediately.

2. Assess the scope and impact of the breach.
3. Contain and mitigate the breach.
4. Notify affected parties and regulatory authorities as required.
5. Document the incident and remedial actions taken.

## **8. Policy Review**

This policy will be reviewed annually or in response to significant changes in legal, regulatory, or business requirements.

## **9. Acknowledgment**

By handling data, all personnel acknowledge and agree to comply with this policy.