Raw Data Security Policy Document

1. Purpose

The purpose of this document is to define the policies and procedures for securing raw data within the organization, ensuring its confidentiality, integrity, and availability at all times.

2. Scope

This policy applies to all employees, contractors, and third parties who access, store, process, or transmit raw data owned or managed by the organization.

3. Definitions

- **Raw Data:** Data collected or generated that has not been processed or analyzed.
- **Sensitive Data:** Raw data that includes confidential, personally identifiable information (PII), or other regulated information.

4. Roles and Responsibilities

Role	Responsibility
Data Owner	Classify and authorize access to raw data.
Data Custodian	Implement protections and manage storage of raw data.
Employees/Contractors	Follow established security procedures when handling raw data.

5. Data Classification

All raw data must be classified in accordance with the organization's data classification standard to determine the required security controls.

6. Access Controls

- Access to raw data must be limited to authorized personnel only.
- Role-based access controls (RBAC) must be enforced.
- All access requests must be logged and periodically reviewed.

7. Data Storage and Transmission

- Raw data must be stored in approved storage locations.
- Data must be encrypted during storage and transmission as per the organization's encryption policy.

8. Data Retention and Disposal

- Raw data must be retained according to the organization's data retention schedule.

- Upon expiry of retention period, raw data must be securely deleted or destroyed.

9. Incident Response

Any breach or unauthorized access to raw data must be reported immediately to the Information Security team and handled according to the incident response plan.

10. Policy Review

This policy must be reviewed annually and updated as required to reflect changes in regulations or business needs.

Document Control

Version	Date	Author	Change Description
1.0	YYYY-MM-DD	Name Surname	Initial version