

# Data Protection Policy Template for IT Teams

## 1. Policy Statement

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## 2. Purpose

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## 3. Scope

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## 4. Definitions

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## 5. Roles and Responsibilities

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## 6. Data Collection and Processing

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## 7. Data Storage and Access

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## 8. Data Sharing and Disclosure

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## 9. Data Security Measures

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## 10. Data Breach Management

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## 11. Training and Awareness

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## 12. Monitoring and Review

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## 13. Policy Review and Approval

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## 14. Contact Information

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