

Data Protection Policy Template for IT Teams

1. Policy Statement

2. Purpose

3. Scope

4. Definitions

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- _____
- _____
- _____

5. Roles and Responsibilities

- _____
- _____
- _____
- _____

6. Data Collection and Processing

7. Data Storage and Access

8. Data Sharing and Disclosure

9. Data Security Measures

- _____
- _____
- _____
- _____

10. Data Breach Management

11. Training and Awareness

12. Monitoring and Review

13. Policy Review and Approval

14. Contact Information