

Data Privacy & Confidentiality Policy

Effective Date: _____

Version: _____

1. Purpose

This Data Privacy & Confidentiality Policy ("Policy") outlines the measures and practices employed by [Company/Organization Name] to protect the privacy and confidentiality of data.

2. Scope

This Policy applies to all employees, contractors, service providers, and any other individuals or entities with access to data held or controlled by [Company/Organization Name].

3. Definitions

- **Personal Data:** Any information relating to an identified or identifiable individual.
- **Confidential Information:** Any non-public information disclosed in any form, including but not limited to business, financial, customer, and technical information.
- **Processing:** Any operation or set of operations performed on data, whether automated or manual.

4. Data Collection

[Describe what data is collected, how it is collected, and for what purposes.]

5. Data Use

[Describe how the collected data is used, including restrictions on use and any legal bases required.]

6. Data Storage & Security

[Describe how data is stored, protected, and what security measures are in place.]

7. Data Sharing & Disclosure

[Describe the circumstances under which data may be shared or disclosed, and any safeguards or agreements in place.]

8. Data Retention

[State how long data is retained and the criteria used to determine retention periods.]

9. Data Subject Rights

[Describe rights of data subjects, such as access, correction, deletion, objection, and complaint procedures.]

10. Confidentiality Obligations

[Outline expectations for handling confidential information, including duties of staff and third parties.]

11. Breach Notification

[Describe procedures for responding to data breaches, including notification obligations and mitigation steps.]

12. Policy Review & Updates

[Describe how often the policy is reviewed and updated, and by whom.]

13. Contact Information

For questions or concerns regarding this Policy, please contact:

(Name / Position / Email / Phone)

Approved by: _____

Date: _____