

# Data Privacy & Confidentiality Policy

Effective Date: \_\_\_\_\_

Version: \_\_\_\_\_

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## 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:

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(Name / Position / Email / Phone)

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**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_