

Basic Data Handling Policy Form

Office Information

Office Name

Location

Contact Person

Data Collected

Types of Data Collected

e.g. Employee records, Customer information, Financial data

Purpose of Data Collection

Data Access & Handling

Who has access to the data?

Describe data handling procedures

Data Storage & Security

Where is data stored?

e.g. Cloud, Physical server, Filing cabinet

Security measures in place

Data Retention & Disposal

How long is data retained?

e.g. 3 years after last update

Data disposal method

e.g. Shredding, Secure deletion

Declaration

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I confirm the above information is true and correct to the best of my knowledge.