

# 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



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