

Business Data Protection Policy Blueprint

Document Version: [Insert Version]

Effective Date: [Insert Date]

1. Purpose

This policy establishes rules and responsibilities to ensure the confidentiality, integrity, and availability of business data handled by [Company Name]. It aims to protect data from unauthorized access, modification, disclosure, or destruction.

2. Scope

This policy applies to all employees, contractors, and third parties who handle or have access to business data owned or processed by [Company Name].

3. Definitions

Term	Definition
Personal Data	Any information relating to an identified or identifiable natural person.
Business Data	All information generated, processed, or stored by [Company Name] for business operations.
Data Breach	Any incident that results in unauthorized access, disclosure, alteration, or destruction of data.

4. Roles & Responsibilities

- Data Owner:** Ensures data protection and regulatory compliance.
- IT Department:** Implements technical safeguards and monitors data security.
- Employees:** Adhere to data protection protocols and report incidents.

5. Data Classification

All data should be classified according to its sensitivity:

- Confidential
- Internal Use Only
- Public

6. Data Handling & Security Measures

- Store sensitive data only in approved locations.

- Maintain regular backups according to IT guidelines.
- Use encryption for data at rest and in transit.
- Restrict data access to authorized personnel.

7. Data Retention & Disposal

- Data is retained only as long as legally and operationally required.
- Securely dispose of data that is no longer needed.

8. Incident Reporting

- Report suspected data breaches immediately to [Designated Contact/IT Department].
- Follow the company's incident response procedure.

9. Training & Awareness

All users will receive regular training on data protection best practices.

10. Policy Review

This policy will be reviewed annually or as required to reflect changes in legislation or business activities.

11. Acknowledgement

All employees must acknowledge reading and understanding this policy.