

# Data Protection Guidelines Template

## 1. Purpose

The purpose of these guidelines is to outline procedures and responsibilities for protecting data within the enterprise.

## 2. Scope

These guidelines apply to all employees, contractors, and third-party vendors handling enterprise data, including personal, sensitive, and confidential information.

## 3. Roles and Responsibilities

- **Data Protection Officer (DPO):** Oversees data protection strategies and ensures compliance.
- **Employees:** Follow best practices for handling data.
- **IT Department:** Implements technical and organizational measures for data security.

## 4. Data Classification

1. Public Data
2. Internal Data
3. Confidential Data
4. Sensitive Data

## 5. Data Protection Principles

- Lawfulness, Fairness, and Transparency
- Purpose Limitation
- Data Minimization
- Accuracy
- Storage Limitation
- Integrity and Confidentiality
- Accountability

## 6. Data Handling Procedures

### Collection

Collect only data that is necessary for explicit business purposes.

### Access Control

Restrict data access based on job roles and necessity.

### Storage

Store data securely using encryption and access controls.

## Data Sharing

Share data only with authorized persons and document all transfers.

## Disposal

Properly dispose of data that is no longer required using secure methods.

## 7. Data Breach Response

1. Identify and contain the breach.
2. Assess the impact and scope of data compromised.
3. Notify the Data Protection Officer and relevant authorities.
4. Inform affected individuals as required.
5. Review and improve security measures.

## 8. Training and Awareness

Conduct regular training sessions for employees to raise awareness of data protection policies and procedures.

## 9. Review and Updates

These guidelines should be reviewed at least annually or when significant changes to processes or regulation occur.

## 10. Acknowledgement

I acknowledge that I have read and understood the Data Protection Guidelines.

**Name:**

**Date:**