

Sample Data Protection Policy Outline

1. Introduction

Brief statement outlining the company's commitment to protecting personal data and compliance with relevant data protection laws and regulations.

2. Purpose

Define the objective and scope of the policy and what data it covers.

3. Scope

Specify who the policy applies to (e.g., all employees, contractors, third parties) and which data processing activities are covered.

4. Data Protection Principles

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimization
- Accuracy
- Storage limitation
- Integrity and confidentiality

5. Legal Basis for Processing

Describe the legal grounds for processing personal data (e.g., consent, contract, legal obligation, legitimate interest).

6. Data Subject Rights

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object

7. Data Collection

Outline what information is collected, why, and how it is obtained.

8. Use of Data

Describe how and why the company uses personal data.

9. Data Security

- Technical and organizational measures to safeguard personal data

- Access controls and authentication
- Data encryption and secure storage

10. Data Sharing and Disclosure

Detail rules for sharing data internally and with third parties, including data processors and transfers outside of jurisdiction.

11. Data Retention

Describe how long different types of data are retained and the process for secure deletion.

12. Data Breach Management

- Process for identifying and reporting breaches
- Notification procedures
- Records of data breaches

13. Staff Responsibilities and Training

Outline employee responsibilities in data protection and requirements for training and awareness.

14. Policy Review

Define how often the policy is reviewed and updated.

15. Contact Information

Provide contact details for data protection queries or requests.