Enterprise Data Protection Policy

Document Version: _____

Effective Date: _____

Approved by: _____

1. Purpose

[State the purpose of the Data Protection Policy. Describe the overall intentions and objectives guiding how data is protected in the enterprise.]

2. Scope

[Define to which departments, subsidiaries, business units, and/or employees this policy applies. Specify related systems, data types, and geographic regions if applicable.]

3. Definitions

- **Personal Data:** [Definition here]
- **Sensitive Data:** [Definition here]
- **Processing:** [Definition here]
- **Data Subject:** [Definition here]
- **Other Relevant Terms:** [Define other key terms as needed]

4. Policy Statement

[Outline the enterprise's commitment to data protection, referencing applicable laws, regulations, and organizational principles.]

5. Data Collection

- [Describe permissible data collection methods and limitations]
- [Describe data minimization and relevance requirements]

6. Data Usage

- [Describe allowable data uses]
- [Outline restrictions on data use and sharing]

7. Data Storage and Access

- [Describe storage requirements, locations, formats]
- [Detail access controls and authorization levels]

8. Data Retention and Disposal

- [Define retention periods for different types of data]
- [Describe secure disposal procedures]

9. Data Breaches and Incident Response

- [Detail breach identification and reporting procedures]
- [Describe mitigation and notification methods]

10. Roles and Responsibilities

- [List responsible roles: e.g., Data Protection Officer, IT, Employees, Management]
- [Describe specific responsibilities for each role]

11. Policy Review and Maintenance

[State the reviews frequency, responsible parties, and process for updating the policy.]

12. Compliance

[Outline compliance requirements, applicable legal and regulatory frameworks, and consequences of non-compliance.]

Document Owner: _____

Next Review Date: _____