

# Personal Data Policy Draft Form

## 1. Data Controller Details

Organization/Controller Name

Contact Information

## 2. Purpose of Data Collection

Describe Purpose

## 3. Categories of Personal Data Collected

List Categories

## 4. Legal Basis for Processing

Describe Legal Basis

## 5. Data Recipients

Who May Receive the Data?

## 6. International Data Transfers

Describe International Transfers (if any)

## **7. Data Retention Period**

Describe Retention Policy

## **8. Data Subject Rights**

Describe Rights (Access, Rectification, Deletion, etc.)

## **9. Contact for Data Requests**

Contact Email/Address

## **10. Additional Information**

Other Relevant Details