

Data Protection Policy Proposal Framework

Date: _____

Prepared by: _____

1. Purpose

Briefly state the objective of the Data Protection Policy and its importance to the organization.

2. Scope

Define who and what the policy applies to (e.g., employees, contractors, systems, data types, locations).

3. Definitions

- **Personal Data:** Description
- **Processing:** Description
- **Data Subject:** Description
- **Data Controller:** Description
- **Data Processor:** Description

4. Policy Statements

1. **Lawful Processing:** Personal data shall be processed lawfully, fairly, and transparently.
2. **Data Minimization:** Only collect and process data necessary for specified purposes.
3. **Accuracy:** Ensure personal data is accurate and kept up to date.
4. **Storage Limitation:** Retain personal data only for as long as necessary.
5. **Security:** Implement appropriate technical and organizational measures to safeguard data.
6. **Rights of Data Subjects:** Respect and facilitate data subject rights, including access, rectification, erasure, and objection.

5. Roles and Responsibilities

- **Data Protection Officer:** Overall responsibility for compliance.
- **IT Department:** Implementation and maintenance of security measures.
- **All Employees:** Adherence to policy and reporting incidents.

6. Data Breach Procedure

1. Immediate containment and assessment.
2. Notification of relevant authorities and affected individuals where required.
3. Investigation and documentation of breach.
4. Review and update of preventive measures.

7. Training and Awareness

Outline requirements for employee training and awareness regarding data protection.

8. Policy Review

State the frequency of review and process for updating the policy.

Approval & Version History

Version: _____

Approved by: _____

Date: _____