

Data Protection Policy Outline

1. Introduction

- Purpose of the Policy
- Scope and Applicability
- Definitions

2. Data Protection Principles

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

3. Roles and Responsibilities

- Data Controller
- Data Processor
- Employees and Contractors
- Data Protection Officer

4. Legal Basis for Processing Personal Data

- Consent
- Contractual Necessity
- Legal Obligation
- Vital Interests
- Public Task
- Legitimate Interests

5. Data Subject Rights

- Right to Access
- Right to Rectification
- Right to Erasure
- Right to Restrict Processing
- Right to Data Portability
- Right to Object
- Rights Related to Automated Decision-Making

6. Data Security and Breach Management

- Technical and Organizational Measures
- Data Breach Notification and Response Procedures

7. Data Retention

- Retention Periods
- Secure Disposal of Data

8. Data Transfers

- Transfers Within the Organization
- International Data Transfers
- Third-Party Processors

9. Training and Awareness

- Employee Training
- Continuous Monitoring and Review

10. Policy Review and Updates

- Frequency of Review
- Responsibility for Updates

11. Contact and Queries

- Data Protection Officer Contact Details
- Procedure for Queries and Complaints