

# 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