

Data Protection Policy

Last Updated: [Date]

1. Purpose

This Data Protection Policy sets out how [Company Name] (“we”, “us”, “our”) collects, uses, processes, and protects personal data in accordance with the General Data Protection Regulation (GDPR).

2. Scope

This Policy applies to all personal data processed by [Company Name] related to customers, suppliers, employees, and any other individuals.

3. Data Collection

We only collect data that is necessary for our operations and legitimate business purposes. Types of data collected include:

- Contact details (name, email, phone number)
- Identification information
- Employment information (where relevant)
- Any other data provided to us with consent

4. Lawful Basis for Processing

We process personal data on the following lawful bases:

- Consent
- Contractual necessity
- Legal obligations
- Legitimate interests

5. Data Subject Rights

Under GDPR, individuals have rights regarding their personal data, including:

1. Right to be informed
2. Right of access
3. Right to rectification
4. Right to erasure
5. Right to restrict processing
6. Right to data portability
7. Right to object

6. Data Security

We implement appropriate technical and organizational measures to safeguard personal data against unauthorized access, loss, or disclosure.

7. Data Retention

Personal data will be retained only as long as is necessary for the purposes for which it was collected, or as required by law.

8. Sharing of Data

Personal data may only be shared with third parties where required by law, with consent, or with service providers under contractual obligations.

9. Data Breaches

In the event of a data breach, we will notify the relevant supervisory authority and affected individuals as required by GDPR.

10. Contact

For any questions or concerns regarding this policy or your personal data, please contact us at: [Contact Email/Address].