

# Data Protection Confidentiality Policy Sheet

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## 1. Purpose

This Policy outlines the commitment of [Organization Name] to protecting the confidentiality of personal and sensitive data in compliance with applicable data protection laws.

## 2. Scope

This Policy applies to all employees, contractors, and third parties handling data on behalf of [Organization Name].

## 3. Data Handling Principles

1. Collect data lawfully and only for defined purposes.
2. Limit access to authorized personnel only.
3. Store data securely to prevent unauthorized access or loss.
4. Do not disclose data to third parties without proper authorization.
5. Retain data only as long as necessary, then securely delete it.

## 4. Confidentiality Obligations

- All staff must sign a confidentiality agreement.
- Personal data must not be discussed or shared except as required for work duties.
- Report any suspected data breaches immediately to management.

## 5. Data Subject Rights

Individuals have the right to access, correct, or request deletion of their personal data, subject to legal limitations.

## 6. Breach Management

All data breaches must be reported, assessed, and acted upon as per organizational protocols.

## 7. Policy Review

This Policy will be reviewed annually and updated as needed.

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Approved by: \_\_\_\_\_

Date: \_\_\_\_\_