**5. Data Sharing Policy**

**Title:** Data Sharing Policy  
**Purpose:** To ensure secure and compliant sharing of organizational data.  
**Policy:**

* Data may only be shared with authorized individuals or entities for legitimate business purposes.
* Confidential or sensitive data must be encrypted before sharing.
* External data-sharing agreements must be reviewed and approved by the legal team.
* Employees must not share data that violates privacy regulations or company policies.
* Records of data-sharing activities must be maintained and audited periodically.