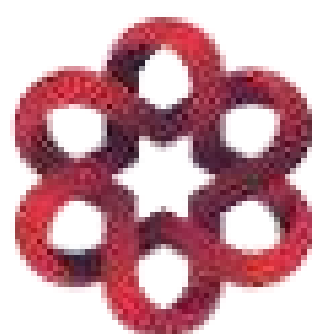
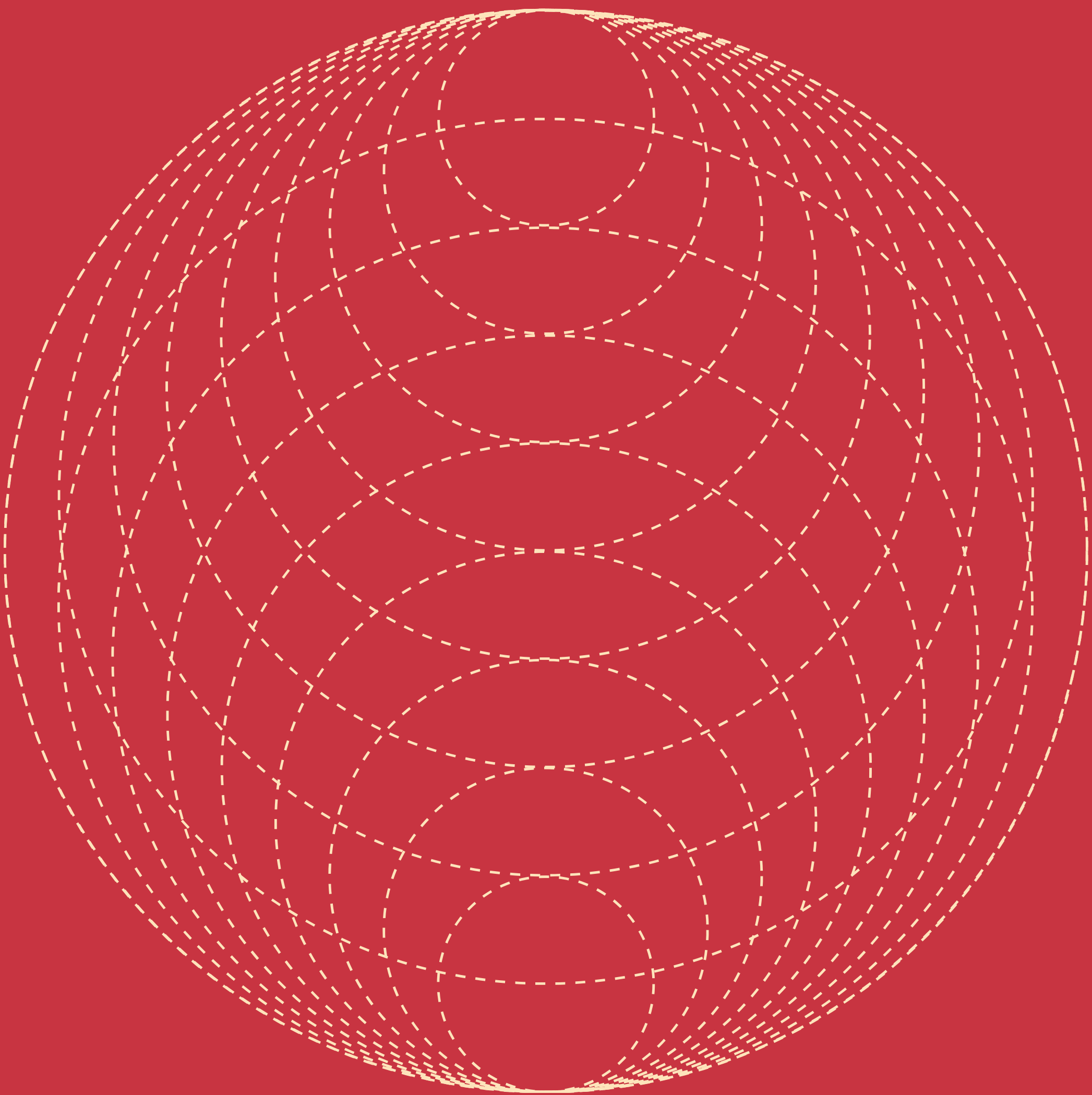


**DATA PRIVACY**  
NEXT



# HOW TO CREATE A DATA PROTECTION POLICY?



**AM LEGALS**  
LEGAL STRATEGISTS

# INTRODUCTION

Creating a Data Protection Policy is a critical step for any business organization that handles and process personal or sensitive information. **A well-structured policy ensures that your organization is fully compliant** with data protection law in terms of the Digital Personal Data Protection Act, 2023.

## 15 Steps to create a Data Protection Policy:

- 1 Understand Legal Requirements
- 2 Create a Data Protection Landscape
- 3 Identify the Scope
- 4 Conduct a Data Audit
- 5 Define Key Principles
- 6 Data Collection
- 7 Data Usage
- 8 Data Storage
- 9 Data Sharing and Transfers
- 10 Data Subject Rights
- 11 Data Breach Notification
- 12 Dos and Don'ts
- 13 Policy Review and Updates
- 14 Approvals
- 15 Policy Distribution



## ONE

# Understand Legal Requirements

- **Research** applicable data protection laws and regulations relevant to your jurisdiction.
- **Make a checklist** of the compliance requirements.

## TWO

# Create a Data Protection Landscape

- **Choose a competent individual** responsible for data protection compliance.



## THREE

# Identify the Scope

- **Define who the policy will affect:** employees, contractors, partners, customers, etc

## FOUR

# Conduct a Data Audit

- **Inventory what types of data you collect,** where it's coming from, how it's used, and where it's stored.





## FIVE

# Define Key Principles

- **Your policy should reflect the key principles of data protection:** lawfulness, fairness, transparency, purpose limitation, data minimization, accuracy, storage limitation, integrity, and confidentiality.

## SIX

# Data Collection

- Describe the **types of data you collect** and the legal basis for processing this data.



## SEVEN

# Data Usage

- **Clearly define the purpose** for data collection and processing.

## EIGHT

# Data Storage

- **Outline how and where** the data will be securely stored.

**NINE**

# Data Sharing and Transfers

- **Explain if, how, and why** data might be shared with third parties.

**TEN**

# Data Subject Rights

- **Describe the rights** of data subjects under relevant data protection laws.





## ELEVEN

# Data Breach Notification

- **Create a procedure** for notifying authorities and data subjects in case of a data breach.

## TWELVE

# Dos and Don'ts

- **Outline the best practices and things to avoid** in data handling within the organisation.





## THIRTEEN

# Policy Review and Updates

- **Indicate how often** the policy will be reviewed and updated

## FOURTEEN

# Approvals

- **Get approval** from higher management or the board, as appropriate.

## FIFTEEN

# Policy Distribution

- Make sure all **stakeholders, including employees and contractors**, are aware of and understand the policy.

By following the aforesaid steps, any organization can create a **comprehensive Data Protection Policy** that ensures the organization's compliance with data protection laws in India.

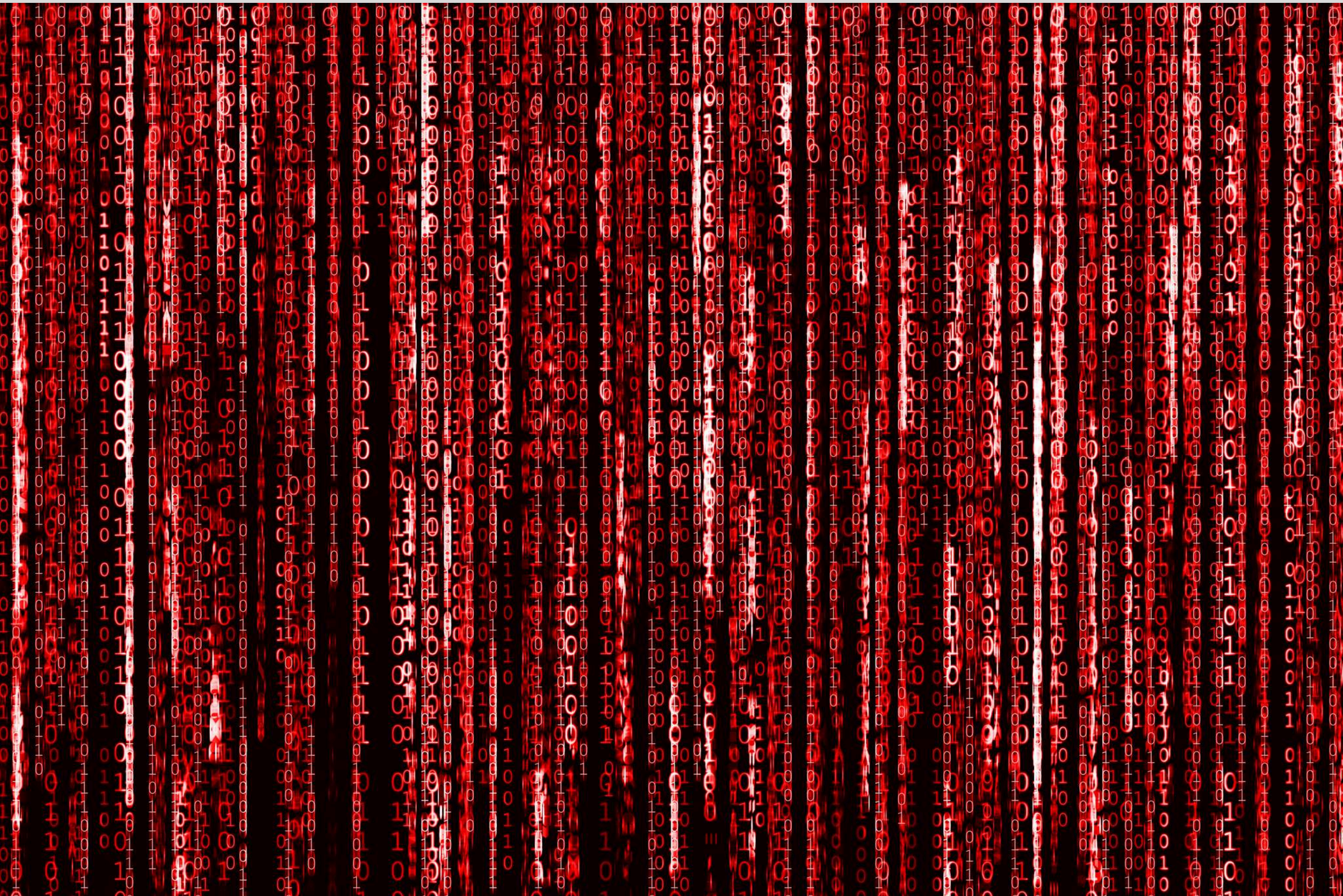




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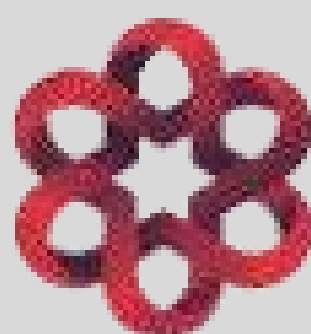
# Get Started.



## Have Something Else To Add?

We welcome your feedback or query at  
**[dataprivacy@amlegals.com](mailto:dataprivacy@amlegals.com).**

**#RespectData**  
**[www.amlegals.com](http://www.amlegals.com).**



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**LEGAL STRATEGISTS**