**Data Privacy Act India Policy Template**

This Data Privacy Policy ("Policy") outlines the principles and practices followed by [Your Company Name] ("Company") regarding the collection, processing, storage, and protection of personal data in accordance with the applicable data protection laws in India, including but not limited to the Personal Data Protection Bill, when enacted ("Data Protection Laws").

**2. Definitions**

2.1. Personal Data: Any information that relates to a natural person, which either directly or indirectly, in combination with other information available or likely to be available with a body corporate, is capable of identifying such person.

2.2. Data Controller: The entity that determines the purposes and means of the processing of personal data.

2.3. Data Processor: The entity that processes personal data on behalf of the data controller.

**3. Collection of Personal Data**

3.1. The Company collects personal data only for specified, explicit, and legitimate purposes. The data collected is relevant and limited to what is necessary for the purposes for which it is processed.

3.2. Personal data may be collected through various channels, including but not limited to online forms, website interactions, emails, and in-person interactions.

**4. Processing of Personal Data**

4.1. The Company processes personal data in a fair, transparent, and lawful manner. Personal data is processed only for the purposes for which it was collected.

4.2. Individuals have the right to access, rectify, erase, or restrict the processing of their personal data. Requests to exercise these rights can be made to [Designated Contact Person].

**5. Data Security**

5.1. The Company implements appropriate technical and organizational measures to ensure the security and confidentiality of personal data.

5.2. Access to personal data is restricted to employees and authorized third parties on a need-to-know basis.

**6. Data Breach Notification**

6.1. In the event of a data breach, the Company will promptly assess the impact and, if required, notify the relevant data protection authorities and affected individuals in accordance with the Data Protection Laws.

**7. Data Transfer**

7.1. Personal data may be transferred to third parties or international entities only when there are adequate safeguards in place to ensure the protection of the data and compliance with the Data Protection Laws.

**8. Data Retention**

8.1. Personal data is retained only for as long as necessary for the purposes for which it was collected or as required by law. The Company has established specific retention periods for different types of data.

**9. Updates to the Policy**

9.1. This Policy may be updated periodically to reflect changes in the Company's data processing activities or changes in the Data Protection Laws. Employees will be notified of any updates to this Policy.

**10. Compliance**

10.1. All employees are required to comply with this Policy and attend regular training on data privacy matters.

**11. Contact Information**

11.1. For any inquiries or concerns related to data privacy, individuals can contact the Data Protection Officer at [Email Address].

*Note: This template is a general guide and should be adapted to suit the specific needs and circumstances of your organization. It is recommended to seek legal advice to ensure compliance with applicable data protection laws.*