# Assessment task 2

## Organisational document

You must submit at least **one** policy document.

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| **Policy title:** | **Data Policy** |
| **Purpose:** | |
| **To guard data** | |
| **Scope:** | |
| **Data preservation** | |
| **Definitions:** | |
| **Prioritize protecting Data** | |
| **Policy statement:** | |
| **Protect data** | |
| **Procedures:** | |
| **Saving data** | |
| **Related policies and procedures:** | |
| **Data presevation** | |