**Privacy Protection Policy:**

**Document History**

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| **Version** | **Date** | **Summary of Changes** |
| **1.0** | **10/01/2023** | **Document creation and  approval** |

**Review Distribution**

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**Document Approval**

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| **1.0** | **IT Team** |  |

**Objective:** The objective of this policy is to establish guidelines for the protection of personal data and privacy within ABC Technologies.

**Scope:** This policy applies to all employees, contractors, and other authorised individuals who handle personal data as part of their job duties within ABC Technologies. This includes, but is not limited to, the collection, use, storage, and transfer of personal data.

**Introduction:**

A privacy protection policy is a set of guidelines that outlines how a company will handle and protect the personal data of its employees, customers, and other stakeholders. This policy is designed to ensure that personal data is collected, used, and shared in a responsible and transparent manner, and that it is protected from unauthorised access or misuse. By implementing a privacy protection policy, a company can demonstrate its commitment to protecting the privacy of its stakeholders and building trust with them (Williams, 2016).

**Principles:**

* ABC Technologies will only collect, use, store, and transfer personal data in accordance with applicable laws and regulations, and with the consent of the individuals whose data is being collected, used, stored, or transferred.
* ABC Technologies will take reasonable steps to protect personal data from unauthorised access, use, or disclosure. This includes implementing appropriate technical and organisational measures, such as encryption and access controls.
* Employees and contractors who handle personal data must maintain the confidentiality of that data and must not disclose it to any unauthorised individuals.
* Employees and contractors who handle personal data must report any security concerns or incidents involving personal data to the appropriate IT or security personnel as soon as possible.
* ABC Technologies will regularly review and update its privacy protection policies and procedures to ensure that they are effective and compliant with applicable laws and regulations.
* ABC Technologies will establish and maintain policies to ensure compliance with the Data Protection Act 2018 and General Data Protection Regulation and all other relevant legislation.

(Williams, 2016)

**Disciplinary Consequences:**

* Any suspected or actual breach of this policy needs to be reported to either vice-president president or CEO of ABC Technologies through a suitable channel. Appropriate action must then be taken by the vice president, president or CEO where they will take appropriate action and involve any relevant external and internal authorities.
* Compliance of this policy must be followed else disciplinary action will be taken in accordance with relevant process which may be a fine or jail sentence.

(Buckinghamshire New University, 2015).

**Responsibilities:**

ABC Technologies must use appropriate technical ABC Technologies measures to ensure compliance in an effective manner in compliance with the data protection principles.

**ABC Technologies responsibilities:**

* ABC Technologies is the Data Controller therefore is responsible for establishing polices and procedures that comply with the data protection laws.

**Data Protection Officer responsibilities:**

* Advising ABC technologies and its staff of its obligations under GDPR and GPR.
* Provide advice when requested regarding data protection impact assessments.
* Help with monitoring of training and audit activities relating to relevant data protection laws.
* The data protection officer must perform their tasks with regard to risks associated with scope, context, nature, processing operations and purpose of the operations.

**Staff responsibilities:**

* All personal data must be kept securely.
* Personal data will be kept in accordance with ABC Technologies retention schedule.
* Personal data must not be disclosed either verbally or in writing even if it accidently to any unauthorised party.
* If there is confusion on uncertainty regarding the data protection advice from the data protection Officer should be sought. This also applies when third parties.

(Watkins & Calder, 2019)

**Third-party Data Processors:**

* A written contract must be set in place detailing what personal data will be processed and for what purpose must be set out.
* An agreement for data processing needs to be available from the Information Compliance Officer that must be signed by both parties.

(Calder, 2017)

**Training and audit:**

* All staff must undergo sufficient training to enable them to comply with data protection law.
* All systems and process must also regularly be tested and meet compliance.

(Kobayashi et al., 2019)

**Contractors and Voluntary Staff:**

* If personal data is processed or collected when during the period at ABC Technologies is to be kept securely and confidentially.
* All personal data is to be returned to ABC Technologies on completion of work - this includes any copes made. A notification from the contractor or voluntary staff must be given to ABC Technologies if any data is securely destroyed.
* ABC Technologies must not allow any personal data to be stored or processed outside the office premises or be made available without written evidence from ABC Technologies.
* Steps are taken to ensure that external users only have access to any personal data beyond what is needed for their tasks.

(Kobayashi et al., 2019)

**Key Outcomes:**

* Increased trust and confidence among stakeholders: By demonstrating a commitment to protecting the privacy of its employees, customers, and other stakeholders, a company can build trust and confidence in its brand and services.
* Improved compliance with relevant laws and regulations: A privacy protection policy can help a company ensure that it is in compliance with data protection and privacy laws, which can help to prevent legal issues and costly fines.
* Enhanced security and protection of personal data: By implementing appropriate safeguards and controls, a company can help to prevent the unauthorised access or misuse of personal data, which can protect the privacy and security of its stakeholders.
* Greater transparency and accountability in the handling of personal data: A privacy protection policy can help to ensure that personal data is collected, used, and shared in a transparent and accountable manner, which can further enhance trust and confidence.
* Improved reputation and image: A company that is seen as a responsible and trustworthy steward of personal data is likely to have a more positive reputation and image in the eyes of its stakeholders.

(Watkins & Calder, 2019)

**Related policies:**

* **Data retention policy:** This policy outlines how long personal data should be retained, and when it should be deleted or destroyed.
* **Data security policy:** This policy outlines the measures that a company will take to protect personal data from unauthorised access or misuse.
* **Data access policy:** This policy outlines the procedures that employees or other stakeholders should follow when requesting access to personal data.
* **Data classification policy:** This policy outlines how personal data should be classified based on its sensitivity, and establishes guidelines for handling and protecting different types of data.
* **Data breach policy:** This policy outlines the procedures that a company should follow in the event of a data breach, including steps for responding to the breach, informing affected parties, and mitigating the damage.

(ISO, 2013)