Company Data Protection Policy  
This Company Data Protection Policy template is ready to be tailored to your company’s needs  
and should be considered a starting point for setting up your employment policies.  
Policy brief & purpose  
Our Company Data Protection Policy refers to our commitment to treat information of employees,  
customers, stakeholders and other interested parties with the utmost care and confidentiality.  
With this policy, we ensure that we gather, store and handle data fairly, transparently and with  
respect towards individual rights.  
Scope  
This policy refers to all parties (employees, job candidates, customers, suppliers etc.) who provide  
any amount of information to us.  
Who is covered under the Data Protection Policy?  
Employees of our company and its subsidiaries must follow this policy. Contractors, consultants,  
partners and any other external entity are also covered. Generally, our policy refers to anyone we  
collaborate with or acts on our behalf and may need occasional access to data.  
Policy elements  
As part of our operations, we need to obtain and process information. This information includes any  
offline or online data that makes a person identifiable such as names, addresses, usernames and  
passwords, digital footprints, photographs, social security numbers, financial data etc.  
Our company collects this information in a transparent way and only with the full cooperation and  
knowledge of interested parties. Once this information is available to us, the following rules apply.  
Our data will be:  
Accurate and kept up-to-date  
Collected fairly and for lawful purposes only  
Processed by the company within its legal and moral boundaries  
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Protected against any unauthorized or illegal access by internal or external parties  
Our data will not be:  
Communicated informally  
Stored for more than a specified amount of time  
Transferred to organizations, states or countries that do not have adequate data protection  
policies  
Distributed to any party other than the ones agreed upon by the data’s owner (exempting  
legitimate requests from law enforcement authorities)  
In addition to ways of handling the data the company has direct obligations towards people to  
whom the data belongs. Specifically we must:  
Let people know which of their data is collected  
Inform people about how we’ll process their data  
Inform people about who has access to their information  
Have provisions in cases of lost, corrupted or compromised data  
Allow people to request that we modify, erase, reduce or correct data contained in  
our databases  
Actions  
To exercise data protection we’re committed to:  
Restrict and monitor access to sensitive data  
Develop transparent data collection procedures  
Train employees in online privacy and security measures  
Build secure networks to protect online data from cyberattacks  
Establish clear procedures for reporting privacy breaches or data misuse  
Include contract clauses or communicate statements on how we handle data  
Establish data protection practices (document shredding, secure locks, data encryption,  
frequent backups, access authorization etc.)  
Our data protection provisions will appear on our website.  
Disciplinary Consequences  
All principles described in this policy must be strictly followed. A breach of data protection  
guidelines will invoke disciplinary and possibly legal action.  
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use of this policy.  
Further reading:  
Data Protection Act of 1998 (UK)  
Data protection in United States  
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