## Governance Policy

The purpose of this policy is to ensure the integrity, security, and quality of data in the Bagel Business Operations Report. This policy outlines the rules and responsibilities for data management, including who can access the data, how it can be used, and how it should be protected.

This policy applies to all users who have access to the Bagel Business Operations Report. This includes employees, contractors, and third-party vendors.

Access to the data in the report is restricted to authorized users only. Users must request access from the Data Governance Team and must provide a valid business reason for their access. Access levels will be granted based on the user's role and responsibilities.

Data in the report must be used for legitimate business purposes only. Users are prohibited from using the data for personal gain or any other non-business related activities. Any misuse of data will result in disciplinary action.

All data in the report must be protected in accordance with applicable laws and regulations. This includes implementing appropriate security measures to prevent unauthorized access, disclosure, alteration, or destruction of data.

Users are responsible for ensuring the accuracy and completeness of the data they enter into the report. Any errors or discrepancies should be reported to the Data Governance Team immediately.

Users must comply with all applicable laws and regulations related to data privacy and protection. This includes, but is not limited to, the General Data Protection Regulation (GDPR) and the California Consumer Privacy Act (CCPA).

All users will receive training on this policy and on the proper handling of data in the report. This training will be provided by the Data Governance Team and will be mandatory for all users.

Violations of this policy will be taken seriously and may result in disciplinary action, up to and including termination of employment or contract.

This policy will be reviewed annually by the Data Governance Team to ensure it remains relevant and effective.

Please note that this is a draft and might need to be adjusted based on the specific needs and workflows of your business, as well as any specific legal or regulatory requirements that apply to your business. Let me know if you need further assistance! 😊