

Data Protection Policy

Purpose:

This policy outlines the principles and procedures for protecting personal and sensitive data within the organization.

Scope:

Applies to all employees, contractors, and third-party service providers who handle organizational data.

Policy Guidelines:

1. Data Collection:

- Collect only necessary data for business operations.
- Inform individuals about the purpose of data collection.

2. Data Storage:

- Store data securely using encryption and access controls.
- Limit access to authorized personnel only.

3. Data Usage:

- Use data only for the intended purpose.
- Avoid unauthorized sharing or disclosure.

4. Data Retention:

- Retain data only as long as necessary.
- Dispose of data securely when no longer needed.

5. Data Breach:

- Report any data breach incidents immediately.
- Follow incident response procedures to mitigate impact.

6. Compliance:

- Adhere to applicable data protection laws and regulations.
- Conduct regular audits and training on data protection.

Responsibilities:

Employees must ensure data is handled responsibly and report any violations of this policy.

Review:

This policy will be reviewed annually and updated as needed to ensure compliance and effectiveness.