

# Document 5: Data Privacy Policy

## 1. Purpose

To ensure personal data is handled with care and in compliance with data protection laws.

## 2. Scope

Covers all personal data collected, stored, and processed by the organization.

## 3. Policy Statement

Respect for individual privacy and commitment to data protection principles.

## 4. Data Principles

- Lawfulness, fairness, and transparency.
- Purpose limitation.
- Data minimization.
- Accuracy.
- Storage limitation.
- Integrity and confidentiality.

## 5. Roles and Responsibilities

- **Data Protection Officer (DPO):** Ensures compliance.
- **All Staff:** Responsible for secure data handling.

## 6. Data Subject Rights

- Right to access.
- Right to rectification.
- Right to erasure.
- Right to restrict processing.

## 7. Data Breach Response

- Notify DPO within 24 hours.
- Breach assessment and mitigation.
- Notification to authority if required.

## **8. Data Retention**

- Retention schedule by data type.
- Secure disposal of expired data.

## **9. Compliance**

- Compliance with GDPR, CCPA, and relevant local laws.