# **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.