

Acme Corp — Data Protection & Security Process

Internal Process Document | Investor Due Diligence

1. Purpose

- Describe Acme's approach to data protection, privacy, and security governance.

2. Data Handling Principles

- Data minimization and purpose limitation
- Encryption in transit and at rest
- Separation of customer environments

3. Access Control

- Role-based access control (RBAC)
- Multi-factor authentication for admins
- Audit logging of privileged actions

4. AI & Data Usage

- Customer data not used for model training by default
- On-device AI processing for sensitive workflows
- Configurable data retention policies

5. Compliance & Audits

- GDPR-aligned processes
- Annual penetration testing
- SOC 2 audit roadmap