

# DATA PROCESSING POLICY

Policy #: POL-12345

Effective Date: June 1, 2025

Version: 2.1

## 1. Introduction

This policy outlines the procedures for handling customer data in compliance with GDPR, CCPA, and other applicable regulations.

## 2. Scope

This policy applies to all employees, contractors, and third-party vendors who process customer data on behalf of the company.

## 3. GDPR Compliance

All data processing activities must comply with the General Data Protection Regulation (GDPR) requirements, including but not limited to:

- Lawful basis for processing
- Data minimization
- Purpose limitation
- Storage limitation
- Integrity and confidentiality

## 4. FDA Regulated Data

When processing data related to FDA regulated products, additional safeguards must be implemented to ensure compliance with FDA regulations.

## 5. Enforcement

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