Data Protection Standard

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INTRODUCTION

This Data Protection Standard outlines the rules, guidelines, and characteristics aimed at ensuring the secure handling, storage, and processing of data within an organization. It is established to align with international best practices and legal requirements concerning data protection and privacy.

SCOPE

This standard applies to all personnel employed within the organization and all data collected, processed, or stored by the organization, regardless of format, including electronic, paper-based, and verbal communications.

PURPOSE

Data security standards are criteria or guidelines organizations implement to protect sensitive as well as confidential information. These standards can help prevent unauthorized access, modification, or disclosure of data.

DATA COLLECTION

All data collection procedures shall adhere to the following requirements:

- Organizations must clearly define the purpose and legal basis for collecting personal data and obtaining consent from individuals.
- Only required amount of data necessary shall be collected.
- Individuals should be provided with clear information regarding what data is being collected and its utilization.
- Data collected from individuals must be accurate and kept up to date.
- Personal data, such as health information or biometrics, should only be collected if strictly necessary and with additional safeguards in place.
- Data collection forms and interfaces must be designed with efficiency, minimizing the collection of unnecessary or sensitive information.
- Anonymization techniques should be utilized to protect the identity of individuals during data collection, where applicable.
- Data collected from children must be handled with extra care and in compliance with laws and regulations governing the protection of minors.

- Individuals should have the option to revoke their consent for data collection at any time, and mechanisms for withdrawal should be easily accessible.
- Data collected for a certain reason should not be used other purposes without acquiring additional consent.

DATA HANDLING

All data handling procedures shall adhere to the following requirements:

- Access to personal data should be restricted to only authorized personnel for legitimate business purposes.
- Strong methods of encryption must be utilized to safeguard sensitive data-at-rest, ensuring that data remains masked.
- Data handling procedures must be documented and regularly reviewed to ensure compliance with internal policies and regulatory requirements.
- Personal data should not be stored on portable devices or removable media unless absolutely necessary, and strict controls must be implemented to prevent loss or theft.
- Procedures should be in place to monitor and log access to personal data, including who accessed it, when, and for what purpose.
- Data backups should be performed regularly, and backup copies should be stored securely to prevent unauthorized access or loss.
- Data minimization techniques should be applied, limiting the retention of personal data to only be used for intended purposes.
- Secure disposal procedures must be incorporated to permanently dispose or destroy personal data that is not required or extended the end of its retention period.
- Personal data must be handled in compliance with any additional requirements imposed by international data transfer regulations when transferring data outside the country of origin.
- Employees handling personal data should receive training on data handling best practices and security measures to ensure they understand their roles and obligations.

DATA TRANSFER

All data transfer procedures shall adhere to the following requirements:

- Data transfers between internal systems and external parties must be conducted using secure communication channels protected by encryption.
- Prior authorization must be obtained before transferring personal data to third parties, and data transfer agreements must be in place to ensure compliance with data protection regulations.
- Personal data should only be transferred to countries or organizations that provide an adequate level of data protection.
- Transferring data to countries without adequate data protection laws, additional safeguards will be required, such as standard contract clauses or binding corporate rules.
- Data transfer mechanisms must be regularly reviewed and updated to address emerging risks and changes.
- Only authorized personnel should be permitted to initiate or approve data transfers, and clear procedures should be in place to verify the legitimacy of transfer requests.
- Data transfer activities should be logged and monitored to detect and prevent unauthorized or suspicious activity.
- When transferring data to cloud service providers or other third-party vendors, organizations must conduct due diligence to ensure the provider's security measures and data handling practices meet the organization's standards and regulatory requirements.
- Data transfer policies should declare the types of data that can be transferred, the recipients, and any additional security measures required for various types of transfers.
- Data transfer processes should be designed to minimize the risk of data leakage or exposure during transit, including implementing access controls, encryption, and secure file transfer protocols.

DATA RETENTION

All data retention procedures shall adhere to the following requirements:

- Organization's data retention policies and procedures must take into account legal requirements, business needs, and the sensitivity of the data.

- Data retention periods should be defined for different types of data based on laws and regulations, industry standards, and the organization's operational requirements.
- Personal data should not be retained for longer than necessary for the purpose for which it was collected or as required by law.
- Data retention schedules should be documented and regularly reviewed to ensure compliance with changing regulatory requirements and organizational needs.
- Personal data that is no longer needed for its original purpose should be securely deleted or anonymized to prevent unauthorized access.
- Archive and backup copies of personal data should be subject to the same retention policies and controls as active data to ensure consistency and compliance.
- Data retention policies should include provisions for the secure disposal of physical records containing personal data, such as shredding.
- Procedures should be in place to identify and review data that has reached the end of its retention period and initiate disposal actions.
- Documentation of data retention decisions and disposal activities should be maintained to demonstrate compliance with legal and regulatory requirements.
- Regular audits and reviews should be conducted to monitor compliance with data retention policies and identify areas for improvement or adjustment.

DATA DISCLOSURE

All data disclosure procedures shall adhere to the following requirements:

- Personal data should only be disclosed to third parties with legal basis, such as consent from contract obligations, or legal requirements.
- Authorization must be obtained from a designated authority before disclosing personal data to external parties, and documented records of disclosures should be maintained.
- Data disclosure procedures should specify the circumstances, recipients, and any additional safeguards required to protect the data.
- Before disclosing personal data to third parties, organizations must conduct due diligence to ensure the recipient's ability to protect the data.

- Clear and transparent information should be provided to individuals regarding the potential disclosure of their data to third parties, including the purposes of disclosure and the identity of recipients.
- Personal data should not be disclosed for purposes that are incompatible with the original purpose, unless authorized by law or with the consent of the owner.
- The organization should have procedures to handle requests for accessing personal data, including verifying the identity of the requester.
- Disclosure of data to public authorities or law enforcement agencies should only occur when required by law and subject to legal safeguards, such as court orders or warrants.
- Data disclosure agreements or contracts with third parties should include requirements for data security, privacy, and adherence with relative laws and regulations.
- Employees involved in disclosing personal data should receive training on data protection requirements to ensure responsible and compliant disclosure practices.

RIGHTS OF INDIVIDUALS

All data disclosure procedures shall adhere to the following requirements:

- Individuals must be notified of any use of their personal data, including processing, the legal basis, and their rights regarding their data.
- The organization is required to provide methods of exercising individuals' rights, such as access, modification, removal, or restriction of data processing, in a timely manner.
- Individuals requesting to exercise their rights should be verified to prevent unauthorized access.
- Requests from individuals to exercise their rights should be performed promptly, and responses should be provided within mandated timeframes.
- Individuals can revoke permission for the processing of their sensitive data at any time unless there are legal grounds for continued processing.
- The organization should provide clear and easily accessible privacy notices and policies that explain individuals' rights and how they can exercise them.
- Individuals have the ability to oppose the processing of their sensitive data for marketing purposes, and organizations must stop processing upon request.

- The organization must inform individuals about their right to complain with authorities or seek judicial solutions if they believe their rights under data protection laws have been violated.
- Procedures should handle requests from individuals to rectify inaccurate or incomplete personal data, including updating records and notifying relevant third parties.
- Employees should receive training on individuals' rights under data protection laws and their responsibilities for ensuring compliance with those rights.

COMPLAINTS

All procedures regarding complaints shall adhere to the following requirements:

- The organization must establish procedures for individuals to submit complaints or concerns regarding the handling of their personal data, including points of contact and communication channels.
- Complaint handling procedures should be clearly communicated to individuals through notices and other relevant channels.
- Complaints should be acknowledged promptly, and individuals should be provided with information about the steps taken to investigate and resolve their complaint.
- Complaints should be handled confidentially, with consideration given to the rights and interests of all parties involved.
- The organization should maintain records of complaints received, including the details and actions taken to resolve it, and any outcomes or solutions provided to the individual.
- Procedures should be in place for escalating unresolved complaints to higher levels of management or to external dispute mechanisms, such as independent mediators or regulatory authorities.
- Individuals should be kept informed of the progress of their complaint and notified of any delays.
- Complaint handling processes should be reviewed periodically to identify opportunities for improvement and ensure effectiveness in addressing complaints.
- Employees responsible for handling complaints should receive training on complaint handling procedures, conflict resolution techniques, and communication skills.

- The organization should use complaints as a source of feedback to identify areas for improvement in their data protection practices.

BREACHES

All procedures regarding breaches shall adhere to the following requirements:

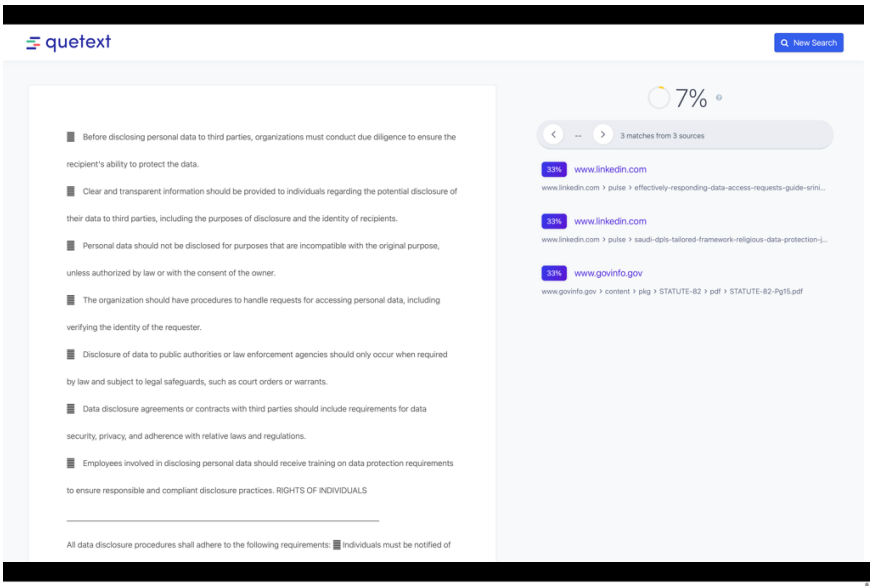
- The organization must establish procedures for detecting, assessing, and responding to data breaches promptly and effectively.
- Data breach response procedures should be documented and communicated to relevant personnel, outlining their roles and responsibilities in the event of a breach.
- Personnel responsible for handling data breaches should receive training on breach response procedures.
- Data breaches should be classified based on their severity and potential impact on individuals' rights, as well as escalation procedures in place for high-risk incidents.
- Immediate steps should be taken to contain the breach and prevent further unauthorized access or disclosure of personal data.
- Data breach incidents should be investigated thoroughly to determine the cause, scope, and extent of the breach, including identifying any compromised data and affected parties.
- The organization must comply with legal requirements for notifying authorities and affected individuals of data breaches within mandated timeframes.
- Notifications to affected individuals should be clear, concise, and provide relevant information about the breach, potential risks, and recommended actions to mitigate them.
- Records of data breach incidents, including findings, remedial actions, and alerts sent, should be maintained for compliance and accountability reasons.
- Data breach response processes should be reviewed and tested regularly through simulations or drills to ensure readiness and effectiveness in real-world scenarios.

CONCLUSION

By adhering to this Data Protection Standard, the organization demonstrates its commitment to safeguarding the privacy and confidentiality of data entrusted to its care, thereby adopting trust among stakeholders and maintaining compliance with legal and regulatory obligations.

Document Revision History

Ver	Date	Amendment	Author
1.0	04/25/24	Initial Issue	Shyam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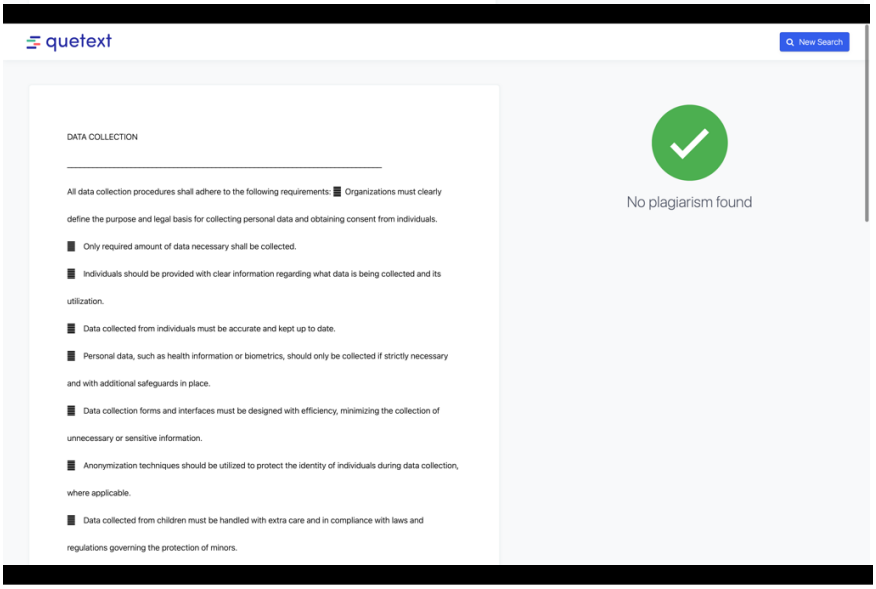
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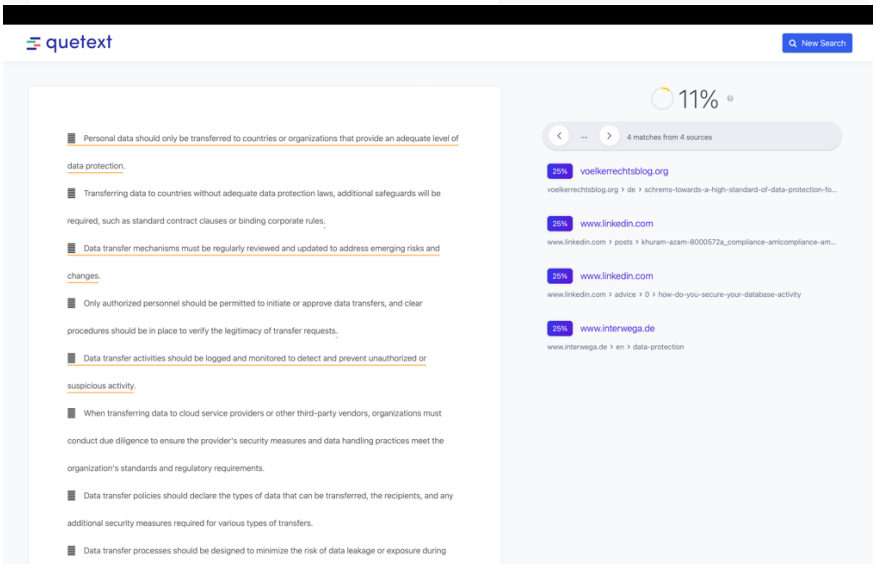
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