

# Contoso — Data Privacy Policy (Summary)

This document summarizes how Contoso expects employees to handle personal and confidential data.

## Scope

- Employee data (HR records, payroll, benefits).
- Customer data (support tickets, usage data, contracts).
- Business data (financials, strategy, roadmaps).

## Core rules

- Collect only the data you need to do your job.
- Use approved systems for storage and sharing.
- Do not copy personal data into unofficial spreadsheets or notes.
- Encrypt data in transit and at rest when required by policy or law.

## PII examples

- Government IDs, dates of birth, home addresses, payroll details, benefit selections, medical information.
- Customer names, emails, and support details can also be personal data depending on context.

## Incidents

- If you suspect a data leak or accidental disclosure, report it immediately.
- Do not attempt to cover up an incident. Fast reporting limits harm.

## Retention

- Follow retention schedules. Do not delete records that are subject to legal hold or audit requirements.