**Data Protection Policy**

Company Name “The Company”: [Enter Name of Company here]

**Change Log**

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| Date | Change | Authorised by |
|  | Policy implemented |  |
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# Introduction:

The Company is committed to protecting personal data and ensuring compliance with data protection laws, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This policy sets out our approach to data protection and outlines our responsibilities and expectations for all employees.

# Scope:

This policy applies to all employees of The Company, including full-time, part-time, temporary and contract staff, as well as volunteers, interns, and any other person working on our premises or in connection with our operations.

# Responsibilities:

The Company management team is responsible for the overall data protection performance of the organization and for ensuring that sufficient resources are allocated to meet our data protection obligations.

The Data Protection Coordinator is responsible for the implementation and maintenance of this policy, and for providing guidance and support to employees on data protection matters.

All employees have a personal responsibility to protect personal data and to ensure compliance with data protection laws. Employees must also cooperate with The Company on data protection matters.

# Data Protection Principles:

The Company will ensure that personal data is processed in accordance with the data protection principles, which include:

* Data must be processed fairly, lawfully, and transparently.
* Data must be collected for specific, explicit, and legitimate purposes.
* Data must be adequate, relevant, and limited to what is necessary.
* Data must be accurate and kept up to date.
* Data must not be kept for longer than is necessary.
* Data must be processed securely.

# Data Subject Rights:

The Company will ensure that individuals’ rights regarding their personal data are protected. These rights include the right to access, correct, delete, or restrict the processing of personal data, as well as the right to data portability. The Company will also ensure that individuals are informed about their rights and that requests for access or changes to personal data are handled in a timely manner.

# Data Breaches:

The Company will have procedures in place to detect, report and investigate personal data breaches. In the event of a breach, The Company will take appropriate measures to contain the breach, and will notify the relevant authorities and individuals without undue delay.

# Training and Communication:

The Company will provide all employees with the necessary information, instruction, and training on data protection matters to ensure that they understand their responsibilities and can work in compliance with data protection laws.

# Monitoring and Compliance:

The Company will regularly monitor and review its data protection performance to ensure compliance with data protection laws and to identify any areas for improvement. This will include regular audits of data processing activities, as well as regular reviews of data protection policies and procedures.

# Conclusion:

The Company is committed to protecting personal data and ensuring compliance with data protection laws, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We take our data protection obligations seriously and will ensure that all employees are trained and aware of their responsibilities in protecting personal data. The company will regularly monitor and review our performance to ensure compliance with data protection laws and to identify any areas for improvement.