



[Company]

# DATA PROTECTION POLICY

GDPR and Data Protection Act 2018 Requirements



## Document Version Control

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DATA PROTECTION POLICY

Version: [Version Number] Classification: Internal



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SAMPLE



## Purpose

The purpose of this policy is the company legal and regulatory requirements under the GDPR and the Data Protection Act 2018 and the rights of data subjects.

## Scope



## Data Protection Policy

### Principle

Personal data is classified and treated as classification level Confidential and all associated policies, controls and processes apply.

### Data Protection Policy Statement

The company is classed as a Data Controller/Data Processor based on the context of the processes under the current UK Data Protection Act 2018.





## Legal Basis for Processing



### Data protection principles

The company is committed to processing data in accordance with its responsibilities under the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

Article 5 of the GDPR requires that personal data shall be:

#### Lawfulness, Fairness and Transparency

- processed lawfully, fairly and in a transparent manner in relation to individuals

*We have reviewed and documented the data that we control and or process and determined the legal basis for processing. We provide privacy notices and inform data subjects of their rights as well as what processing takes place, by whom, for how long and why.*

#### Purpose Limitation

- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical



research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes

*We ensure we only process data for the purposes it has been collected and communicated and not for other reasons without the agreement and knowledge of the Data Subject(s).*

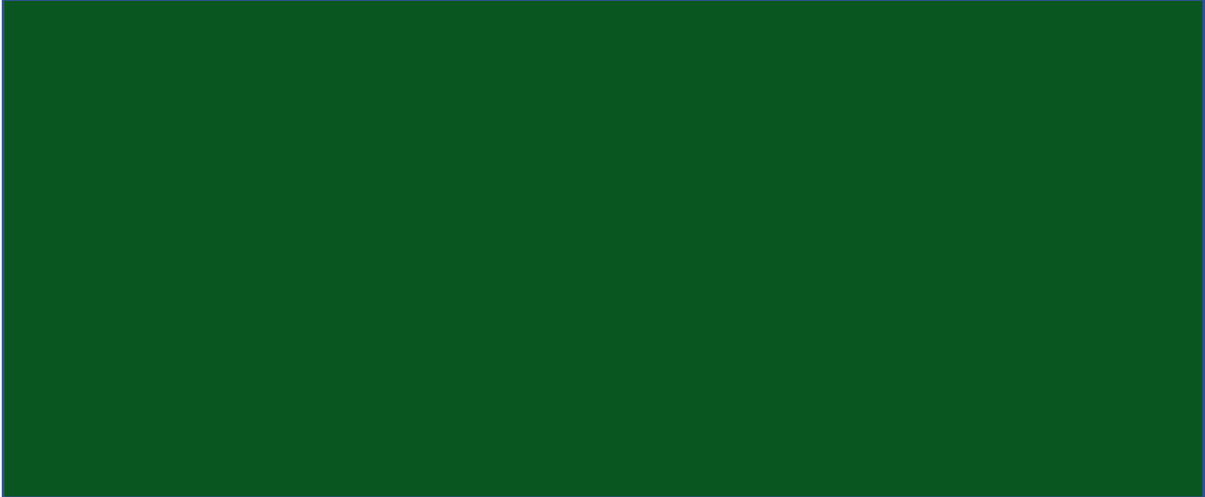
## **Data Minimisation**







## Accuracy



## Storage Period Limitation

- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are





## Personal Information Classification and Handling



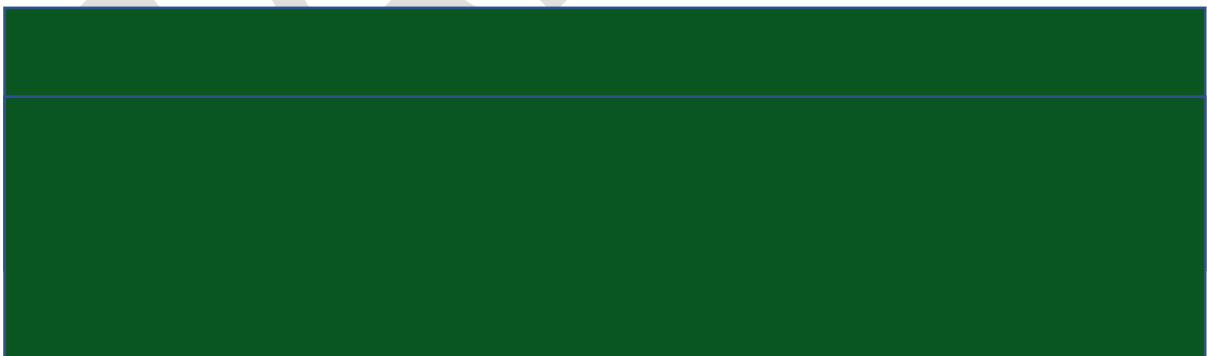
## Personal Information Retention



## Personal Information Transfer / Transmit



## Personal Information Storage



## Breach





## The Rights of Data Subjects

### The right to be informed

Individuals have the right to be informed about how we use their Personal Data.

This includes:

- The name and contact details of our organisation.



### The right of access





## The right to rectification

- The GDPR includes a right for individuals to have inaccurate personal data rectified or completed if it is incomplete.



## The right to erasure (the right to be forgotten)

- The GDPR introduces a right for individuals to have personal data erased.





## The right to restrict processing

- Individuals have the right to request the restriction or suppression of their



## The right to data Portability



## The right to object





Individuals have an absolute right to stop their data being used for direct marketing.



### **Rights in relation to automated decision making and profiling**

Individuals have the right not to be subject to a decision when:



### **Definitions**





## Personal Data



## Sensitive Personal Data



## Data Controller





## Data Processor



## Processing

An operation or set of operations which is performed on Personal Data or on sets of Personal Data,



## Anonymization







## Policy Compliance

