Data Protection Policy

Reference: GDPR DOC 1.1
DocumentKits Issue No: 1.0
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1. Scope

This policy applies to Organisation Name and all those working under its control (permanent and temporary employees, contractors and workers). It applies to all processing of personal data as defined in the General Data Protection Regulation (GDPR), and to all processing of personal data contracted out to third parties.

2. Definitions

Personal data is "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person" (GDPR, Article 4).

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3. Policy statement

3.1 This policy will be integrated into Organisation Name's operational procedures and contractual arrangements.

3.2 Organisation Name commits to comply with
"the UK GDPR, the EU GDPR, the Data Protection Act (DPA) 2018, or any other applicable data protection and privacy laws."ACCEPT TEXT

3.3 Organisation Name will protect the rights and freedoms of the individuals whose personal data Organisation Name collects and processes.

3.4 <<Content removed for sample purposes>>

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3.7 The
"Board of Directors/Trustees"

is responsible for Organisation Name's compliance with this policy and the relevant data protection laws, with responsibility for day-to-day activities delegated to a
"Data Protection Officer/GDPR Owner."

3.8 General responsibilities in relation to data protection are set out in the
"Roles and Responsibilities Matrix."ACCEPT TEXT

4. Policy

Specific requirements are addressed in a number of subsidiary policies and in the procedures that set out how the policies are applied. An obligation to comply with this Data Protection Policy means that there is also an obligation to comply with these related policies and procedures:

- Data Subject Rights Policy
- Personal Data Processing Policy
- Information Security Policy
- Data Transfer and Sharing Policy
- Competence and Training Policy

Organisation Name has established objectives for its
"data protection programme/strategy"

, which have been approved by Top Management. These objectives are
"[ ]"

Organisation Name has appointed a
"Data Protection Officer/GDPR Owner"

to help the organisation monitor internal compliance and to advise and inform on its data protection responsibilities.

The
"Board of Directors/Trustees"ACCEPT TEXT

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is responsible for data protection compliance.

Day-to-day responsibility for managing data protection within Organisation Name is delegated to the
"relevant GDPR Process Owners"ACCEPT TEXT

in accordance with the
"Roles and Responsibilities Matrix."ACCEPT TEXT

The
"relevant Process Owners"ACCEPT TEXT

are responsible for overseeing Organisation Name's compliance with data protection requirements and achieving the data protection objectives.

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Document owner and approval

The
"Data Protection Officer/GDPR Owner"

is the owner of this document and is responsible for ensuring that it is reviewed in line with the requirements of the management system.
The current version of this document is available to
"Specify which members of staff this document is intended for"

and is published
"Describe the location(s) - electronic and physical - where this document is available"

Its approval status can be viewed in the Master List of Document Approval.

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