

**Data Protection Policy Template**

**Policy statement:** your organisation’s commitment to protect the rights and privacy of individuals.

**Purpose:** to ensure compliance with the law and transparency and accountability on how your organisation handles personal data.

**Legislation:** Data Protection Acts 1988 & 2003 and General Data Protection Regulation (GDPR) 2016.

**Who does data protection apply to?** Personal date relating to any living individual who can be identified from the data or in conjunction with other data held by your organisation.

**What is data processing?** Obtaining, recording, storing, disclosing, transmitting or destroying data.

**Roles and responsibilities:** the designated data controller in your organisation (job title).

**Data recording and storage**: Records to be accurate and complete. Adequate security measures in place.

**Consent:** How you seek, obtain and record consent. Explicit permission. Right to withdraw consent.

**Access to data:** Access to be given within 30 days at no charge. How you remove data, deal with complaints and correct errors.

**Granting data requests:** the person who grants requests (job title). This may be the designated data controller.

**Opt-in and opt-out:** Processes for seeking and recording opt-in, and informing people of their right, (and how) to opt-out.

**Breaches of data protection**: Investigation of data breaches. The person who deals with this (job title). Disciplinary actions and penalties for data breaches.

**Review:** Time frame for review, e.g. every three years or in response to changes in legislation/regulation.

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