

Data Protection Compliance Documentation

1. Document Control

Version	Date	Author	Reviewer	Status
1.0	2024-06-10	Jane Smith	John Doe	Approved

2. Purpose

This document outlines the procedures and controls implemented by [Organization Name] to ensure compliance with data protection regulations such as the General Data Protection Regulation (GDPR). It details data handling, storage, access, and retention to safeguard personal data.

3. Scope

This document applies to all employees, contractors, and third parties with access to personal data processed or held by [Organization Name].

4. Roles & Responsibilities

Role	Responsibility
Data Protection Officer (DPO)	Oversee compliance efforts, provide guidance, and act as point of contact for data subjects and regulators.
IT Manager	Implement technical and organizational measures to protect personal data.
All Staff	Follow data protection policies and report any data breaches.

5. Data Inventory

Data Type	Purpose	Legal Basis	Retention Period
Employee Records	Payroll and HR management	Legal obligation	7 years
Customer Data	Order fulfillment	Contract	5 years

6. Data Subject Rights

[Organization Name] provides mechanisms for data subjects to exercise their rights including access, rectification, erasure, restriction of processing, data portability, and objection.

7. Data Breach Procedure

All suspected or actual personal data breaches must be reported immediately to the DPO. Procedures for containment, assessment, and notification are documented and followed.

8. Training & Awareness

All staff undergo regular data protection training and are updated on any policy changes or regulatory updates relevant to their roles.

9. Review & Update

This document is reviewed annually or upon significant regulatory or process changes.

Important Notes

- Keep documentation updated to reflect organizational and regulatory changes.
- Documentation is critical in demonstrating compliance to regulators.
- Ensure access to the document is restricted to authorized personnel.
- Periodically review and test the effectiveness of documented procedures.