

# Data Privacy Compliance Approval Document

Document Title	Data Privacy Compliance Approval
Reference Number	DPCAD-2024-001
Date of Submission	2024-06-25
Prepared By	Jane Doe, Data Protection Officer
Department	IT & Compliance
Project/Process Name	User Data Management System

## Purpose

To document and certify that the User Data Management System project has met all internal and regulatory requirements for data privacy and is compliant with applicable laws and standards.

## Scope

This approval covers all processes, data flows, and storage related to personal data handled by the User Data Management System, effective as of the date of approval.

## Compliance Checklist Summary

Requirement	Status	Remarks
Data Collection Justification	Completed	Reviewed and documented
User Consent Obtained	Completed	Consents archived
Data Minimization	Completed	Unnecessary data removed
Access Controls Enforced	Completed	Role-based access implemented
Third-party Contracts Reviewed	In Progress	Final review scheduled
Data Retention Policy	Completed	Policy set & communicated

## Approval

Approver Name	Dr. Samuel Lee
Position	Chief Data Privacy Officer
Date	2024-06-28
Signature	_____

## Important Notes

- This document should be reviewed annually or upon major changes to data processing activities.
- All supporting evidence for compliance must be archived and readily available for audits.
- Non-compliance may result in regulatory fines and reputational damage.
- Contact your Data Protection Officer for guidance on updates or new processes.