

GDPR Data Protection Compliance Statement

Effective Date: [Insert Date]

This statement sets out how **[Your Company Name]** (â€œweâ€, â€œusâ€, â€œourâ€) complies with the requirements of the General Data Protection Regulation (GDPR) (EU) 2016/679 and our commitment to protecting the privacy and security of personal data.

1. Data Controller Details

Company Name: **[Your Company Name]**

Address: **[Your Address]**

Contact Email: **[Your Contact Email]**

2. Principles of Data Processing

We adhere to the following principles when processing personal data:

- Collected lawfully, fairly and in a transparent manner.
- Collected for specified, legitimate purposes and not further processed in a manner incompatible with those purposes.
- Adequate, relevant, and limited to what is necessary.
- Accurate and kept up to date where necessary.
- Kept only as long as necessary for the intended purpose.
- Processed in a manner ensuring appropriate security and confidentiality.

3. Legal Basis for Processing

We process personal data on the basis of one or more of the following:

- With the data subjectâ€™s consent,
- Performance of a contract,
- Compliance with a legal obligation,
- Legitimate interests pursued by us or a third party.

4. Data Subject Rights

We respect the rights afforded to data subjects under the GDPR, which include:

- The right to access their personal data,
- The right to rectification or erasure,
- The right to restrict or object to processing,
- The right to data portability,
- The right to withdraw consent at any time.

Data subjects wishing to exercise any of these rights should contact us at [Your Contact Email].

5. Data Security

We have implemented appropriate technical and organisational measures to ensure personal data is secured against unauthorized or unlawful processing, accidental loss, destruction, or damage.

6. Data Sharing and Transfers

Personal data may be shared with trusted third parties where necessary and lawful. Where such transfers are made outside the EEA, we ensure appropriate safeguards are in place.

7. Data Retention

We retain personal data only as long as necessary for the purposes for which it was collected, or as required by law.

8. Data Breach Notification

In the event of a personal data breach, we will notify the relevant supervisory authority and affected individuals where required by law.

9. Contact Information

For questions regarding this statement or our data practices, please contact:

[Your Data Protection Officer Name]

Email: **[DPO Contact Email]**

Important Notes:

- This template is a general reference and should be adapted to reflect actual data practices.
- Consult with legal counsel to ensure full compliance with GDPR obligations.
- Clearly assign responsibility for data protection within your organization.
- Regularly review and update your compliance statement.
- Visibility and accessibility of this statement are key for transparency to data subjects.