

Policy Fact Sheet

Information Security and Privacy Policy

Our Data Privacy and Security Policy ensures the confidentiality, integrity, and responsible handling of sensitive information, adhering to stringent privacy standards and safeguarding against unauthorized access or misuse, fostering a secure and trusted environment for our stakeholders



Key Provisions

1

Data Classification

Clearly defines categories of data and their handling requirements

2

Access Controls

Specifies who has access to what types of data and under what circumstances

3

Data Breach Response

Outlines procedures for detecting, reporting, and mitigating data breaches

Targeted individuals

Employees

Contractors

Third-party vendors with access to organizational data

Ensuring all stakeholders handling sensitive information adhere to the Data Privacy and Security Policy's guidelines

Compliance Requirements

Employees must complete mandatory data privacy training annually

Immediate reporting of any suspected data breaches to the IT Security team

Resources and Support

1

Data Privacy Training Modules are available on [Company Name's Intranet] for comprehensive employee education

2

For prompt technical assistance, please contact the IT Help Desk at [Help Desk Email] or [Help Desk Phone]