Data Protection Policy Acknowledgement

Please read this summary of the Data Protection Policy and sign to confirm you have read and will follow the full policy.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

COMPANY

POLICY VERSION DATE

Key points of the Data Protection Policy

- Personal data is collected and used only for the purpose notified, with consent or another lawful basis.
- Access personal data only when needed for your role.
- Keep data secure; do not send it to personal email or unapproved tools.
- Report suspected data breaches to the privacy team at once so the company can notify the Data Protection Board and affected people.
- Delete data when it is no longer needed, following the retention schedule.

Acknowledgement

- [ ] I have received and read the Data Protection Policy and had the chance to ask questions about it.
- [ ] I understand that breaching the policy may lead to disciplinary action, up to termination of employment.

The company may update the policy; the latest version on the intranet applies.

Employee

SIGNATURE

PRINTED NAME

DATE