



Personal Data Protection Policy Template

Preamble – Here provide an overview of the importance and purpose of the policy, the company's commitment to data protection, and the legal framework guiding the policy.

1. OVERVIEW OF THE POLICY

1.1. Definitions (Optional) - provide clarity on the key terms used throughout the policy. This section ensures everyone has a common understanding of the terms and their implications.

1.2. Introduction – explain the importance of data protection and the company's commitment to it.

1.3. Purpose - explains the objectives of the policy and the reasons for its implementation.

1.4. Scope - define the extent and boundaries of the policy, detail who it applies to and what data it covers.

2. POLICY STATEMENTS

2.1.1. Principles of Personal Data Protection - detail the core principles of personal data protection that govern how personal data should be handled within the organization

2.1.2. Data Collection and Use - Here describe Types of personal data collected, Methods of data collection, Legal basis for data processing

2.1.3. Data Subject Rights – Here describe the rights of Individuals whose personal data is collected and processed.

2.1.4. Processing Sensitive Personal Data and/or Genetic or Biometric Data - outline the procedures your organization follows to ensure the protection of sensitive personal data.

2.1.5. Consent Management - *outlines procedures for obtaining, managing, and documenting consent within your organization.*

2.1.6. Data Security and Storage – *outline commitment to implementing robust security measures and proper storage practices to ensure the integrity, confidentiality, and availability of personal data within your organization.*

2.1.7. Complaints Handling – *Describe the procedures for managing and resolving complaints related to personal data protection within your organization.*

2.1.8. Roles and Responsibilities of a Data Protection Officer (DPO) - *outline the key roles and responsibilities of the DPO to support effective data protection and privacy management as well his/her Appointment and Independence.*

2.1.9. Employees Training and Awareness – *Describe commitment to ensuring that all employees understand their responsibilities regarding personal data protection and are equipped with the knowledge and skills necessary to comply with data protection laws and best practices.*

2.1.10. Data Retention and Disposal – *Describe policies and procedures for retaining and disposing of personal data in a manner that ensures compliance with personal data protection laws and minimizes risk.*

2.1.11. Personal Data Breach Notification - *outlines approach to identifying, reporting, and addressing personal data breaches in accordance with the Personal Data Protection Act of Tanzania and other relevant regulations.*

2.1.12. Privacy Notes - *Describe the procedures for informing individuals about how their personal data is collected, used, and protected in compliance with the Personal Data Protection Act of Tanzania and other relevant personal data protection regulations.*

2.1.13. Data Protection Impact Assessment (DPIA) - *outlines approach to conducting DPIAs to ensure that data processing activities comply with data protection laws and mitigate potential risks to individuals' privacy.*

2.1.14. Transborder Flow of Personal Data – *outline procedures for managing the cross-border transfer of personal data to ensure compliance with the Personal Data Protection Act of Tanzania and other relevant data protection regulations.*

2.1.15. Automated Processing of Personal Data and Profiling -
outline approach to managing automated processing, profiling and marketing to ensure compliance with the Personal Data Protection Act of Tanzania and to safeguard individuals' rights and freedoms.

2.1.16. Sharing Personal Data – *outline policies and procedures for sharing personal data to ensure compliance with the Personal Data Protection Act of Tanzania and other relevant data protection regulations.*

2.1.17. Disclosure of Personal Data to Law Enforcement Authorities
- outline procedures for disclosing personal data to law enforcement to ensure compliance with the Personal Data Protection Act of Tanzania and other relevant legal requirements.

2.1.18. Use of CCTV cameras and locator technologies – *outline procedures for using these technologies to ensure compliance with the Personal Data Protection Act of Tanzania and other relevant data protection regulations.*

2.1.19. Cookies and Online Tracking - *outline procedures for using cookies and online tracking technologies to ensure compliance with the Personal Data Protection Act of Tanzania and other relevant data protection regulations.*

2.1.20. Online Privacy Rights for Special Groups - *Special groups including children, vulnerable individuals, and individuals with specific needs, require additional protections regarding their online privacy. Outlines procedures to ensure the safeguarding of online privacy rights for these special groups in compliance with the Personal Data Protection Act of Tanzania and other relevant regulations.*

2.1.21. Data Protection by Design and by Default – *Describe how your organization is integrating data protection measures into the design of systems and processes from the outset and ensuring that privacy considerations are the default setting in data processing activities.*

3. IMPLEMENTATION PROCEDURES, MONITORING AND EVALUATION –
Describe the measure for Effective implementation, monitoring, and evaluation of the policy for ensuring compliance with the Personal Data Protection Act of Tanzania and maintaining robust data protection practices.

Approval

1.1 This policy has been approved by the undersigned and will be reviewed at least annually.

Name	
Signature	
Approval Date	
Review Date	