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| [Company name] |
| Data Collection Policy |
| [Document subtitle] |

## [This policy should be used by the business as a guide when collecting personal information from different people and/or businesses and should contain details of the type of data collected, the specific purpose of collecting the data and how the data will be stored and disposed.]

1. **Purpose**

The purpose of the document is to outline how collected data must be used and how it will be protected to prevent unapproved, inappropriate and/or unlawful use.

1. **What information does the policy apply to?**

This policy applies to all personal information that Company Xcollects from different people and/or organizations that have a business relationship with Company X. Personal information includes, but is not limited to the following:

 <List all collected personal information, for example, first name, surname, age, etc.>

# **Why Company X Collects Personal Information**

All collected information may be used for the following but not limited to:

<List the specific purposes of collecting personal information> Examples:

* better understand the needs of the people we serve how Company X can improve its services for improved products and services
* promote new products, sales and discounts offers, for example, through email, SMS and/or mail
* conduct market researching on how we can showcase our services and reach more people with our service.

Information will be collected from the data subject except in the following circumstances:

* <List the specific data subjects whose personal information will not be collected> Examples:
* Children’s Information
* Special Personal Information
1. **How the data should be stored**

## The following procedures will be considered when storing all collected personal information:

<List the specific procedures/steps that Company X will follow to safely store personal data>

Examples:

* Data must be securely stored whether stored on removable media (like a USB, Memory Card, external drive, CD and/or DVD) or physically stored
* Devices containing personal information should be securely stored, and not accessible to unauthorised users
* Data that is stored on servers (if Company X uses any server(s)) must be backed up regularly to prevent any loss of data. The backup system(s) must be tested regularly to ensure that they are still reliable for use as backup tool
* Data servers and computers (if Company X uses these electronic devices) containing data should be protected by approved security software and a firewall

# **Disposal of Data**

## Company X will only dispose/delete of data and records in accordance with the requirements of the POPI Act and other specific South African government legislative requirements.

<List the specific procedures/steps that Company X will follow to properly dispose personal data>

Examples:

* All used, stored personal data will be automatically deleted from all electronic devices after <enter period>
* All backed up personal data will be automatically deleted from backup system(s) after <enter period>

# **Document Change Control**

# The table below should be used as a register for revision history.

<The policy should be clear on the company’s stance on buying distribution lists and controls in place when it intends to do so>

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| --- | --- | --- | --- |
| Version | Change Description | Date | Author |
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