

Privacy by Design and by Default Policy

Reference: PIMS-C DOC 7.4

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Organisation Issue Date:

1. Organisation Name designs its systems and processes in such a way as to minimise risks to privacy.

2. Organisation Name aims to process personally identifiable information (PII) in line with requirements

"laid down in law and through contract."

3. All Organisation Name's systems and processes that "routinely"

store or process PII are subject to this policy.

4. The privacy requirements of each system and process are determined by privacy impact assessments (PIAs) ([Privacy Impact Assessment Procedure](#)), which identify all PII related to the system/process and the risks to that PII.

<<5-7 removed for sample purposes>>

8. Privacy by design and by default are managed in line with [Privacy by Design Principles](#).

Document owner and approval

The Management System Owner (MSO) is the owner of this document and is responsible for ensuring that it is reviewed in line with the requirements of the management system.

The current version of this document is available to

"Specify which members of staff this document is intended for"

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