



MINIMUM DATA PROTECTION DOCUMENTATION SET

1



Data Protection Notice (Privacy Notice)

Briefly explains what personal data the organisation collects, for what purposes, and what rights data subjects have.

2



Website Privacy Policy

Describes how visitors' personal data is processed on the website, including the use of cookies, analytics, and third-party tools.

3



Cookie Policy

Explains what cookies are used on the website, their purposes, and how users can manage them.

4



Consent Forms

Documents used to obtain an individual's clear consent to the processing of their personal data (e.g. for marketing purposes).

5



Direct Marketing / Newsletter Consent Text

A short statement confirming that the individual agrees to receive direct marketing communications.

6



Data Protection Clause in Employment Contracts

Defines employees' responsibilities when processing personal data and their confidentiality obligations.

7



IT Security Measures Policy

Describes the technical and organisational security measures in place (e.g. access controls, encryption, and backups).

8



Incident Response Plan

Sets out how the organisation responds to personal data breaches and how such breaches are reported.

9



Data Retention Policy

Defines how long different categories of personal data are retained and when they are deleted.

10



Records of Processing Activities

An internal record documenting the personal data processing activities carried out by the organisation.

11



Data Subject Request Handling Procedure

Describes how the organisation handles data subject requests, such as requests for access, erasure, or data portability.

12



Data Processing Agreements with Partners

Agreements with service providers governing how they process personal data on behalf of the organisation.