

Data Protection & Privacy Policy

1. Purpose

This policy defines how the Company collects, stores, processes, and protects personal data in compliance with the Data Protection Act and GDPR.

It ensures transparency, accountability, and respect for individual privacy rights.

2. Data Collection

2.1 The Company collects only data necessary for legitimate business purposes.

2.2 Data subjects must be informed of collection purposes at or before the time of collection.

2.3 Consent shall be obtained where required and documented appropriately.

3. Data Processing and Storage

3.1 All personal data shall be processed fairly and lawfully.

3.2 Data will be stored securely using encryption and access controls.

3.3 Only authorized personnel shall have access to personal data.

3.4 Data retention periods shall be limited to business or legal necessity.

4. Rights of Data Subjects

4.1 Individuals have the right to access their personal data upon request.

4.2 They may request corrections, deletions, or restrictions of processing where applicable.

4.3 Requests must be addressed within 30 days, unless extended under lawful exemptions.

5. Breach Management

5.1 Any data breach must be reported immediately to the Data Protection Officer (DPO).

5.2 The DPO will assess the impact and notify relevant authorities within 72 hours if required by law.

5.3 Employees must cooperate fully in breach investigations and remediation activities.