

## **DATA PRIVACY COMPLIANCE POLICY**

**Version: 2.1**

**Effective Date:** 01 January 2026

**Issued by:** Compliance Department

**Regulation: GDPR (General Data Protection Regulation)**

**Scope:**

This policy applies to all employees and contractors handling personal data.

**Requirements:**

- Personal data must be encrypted
- Access must be restricted to authorized personnel
- Data breaches must be reported within 72 hours

**Review Cycle:** Annual