

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