



Data Protection Policy for Employees

Compliance with Data Protection Regulations

All employees are required to comply with the Data Protection Act (2018) and other applicable data protection laws and regulations when processing personal data on behalf of the company.

Basic Data Protection Principles

Employees must adhere to the following data protection principles set forth in Article 5 of the GDPR when processing personal data:

- a. Lawfulness, fairness, and transparency: Personal data must be processed lawfully, fairly, and in a transparent manner.
- b. Purpose limitation: Personal data must be collected for specified, explicit, and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- c. Data minimization: Personal data must be adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
- d. Accuracy: Personal data must be accurate and, where necessary, kept up to date.
- e. Storage limitation: Personal data must be kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- f. Integrity and confidentiality: Personal data must be processed in a manner that ensures appropriate security, including protection against unauthorized or unlawful processing, and against accidental loss, destruction or damage.



Data Protection Experts

The company has designated Data Protection Experts (DPE), in lieu of official Data Protection Officers (DPOs) which we are not obliged by law to appoint, who will be responsible for overseeing the company's data protection practices and ensuring compliance with the GDPR and other applicable data protection laws and regulations. Employees are encouraged to report any issues or concerns about data protection to the DPE.

Data Breach Reporting and Investigation

All employees are required to immediately report any incidents of data breaches or suspected data breaches to their line manager and the DPE. The company will promptly investigate all reported incidents of data breaches or suspected data breaches and take appropriate actions to mitigate the breach and prevent it from happening again in the future.

Conclusion

This Data Protection Policy is important to ensure that the company is compliant with the Data Protection Act (2018), GDPR and other relevant data protection laws and regulations. It outlines the basic principles which all employees must adhere to when processing personal data and designates a DPE to oversee these practices. It also provides procedures for reporting and investigating data breaches, which are essential to protect the rights and interests of data subjects.