**Company Data Protection Policy**

**PURPOSE**

Our Company Data Protection Policy outlines our commitment to treat the personal data from employees, customers, stakeholders, and other interested parties with the highest care and secrecy.

With this policy, we ensure that we collect, keep, and handle data in a fair, transparent, and respectful manner.

**SCOPE**

Employees, job candidates, customers, suppliers, and others who contribute any quantity of information to us are covered by this policy.

**Who does the Data Protection Policy apply to?**

This policy must be followed by all employees of our company and its subsidiaries. Contractors, consultants, partners, and any other third-party are all covered. In general, our policy applies to anybody with whom we work or who acts on our behalf and requires access to data on a periodic basis.

**POLICY COMPONENTS**

We need to collect and process data as part of our operations. Any offline or online data that identifies a person, such as names, addresses, login information, digital footprints, photos, social security numbers, financial information, and so on, is included in this data.

Our organization collects this data in an open and honest manner, with the full participation and knowledge of those who are interested. Following are the regulations that apply after we get this information:

Our information will be as follows:

- Accurate and up-to-date

- Collected honestly and for lawful purposes only

- Processed within the company's legal and moral boundaries

- Protected from illegal or improper accessibility by internal or external parties

Our information will not be:

- Informally shared

- Kept for longer than a set period of time

- Transmitted to organizations, states, or nations that lack acceptable data protection policies

- Disseminated to anybody other than the parties with whom the data's owner has agreed (exempting legitimate requests from law enforcement authorities)

Aside from the ways in which the data is handled, the corporation has direct responsibilities to the persons to whom the data belongs. We must, in particular:

- Inform people about which of their data is collected

- Make people aware of how the company will process their data

- Make individuals aware of who has access to their personal information.

- Have provisions in place in the event that data is lost, corrupted, or compromised

- Allow people to request that we modify, erase, reduce, or correct data in our databases

**Actions**

We are committed to following the following guidelines when it comes to data protection:

- Establish clear protocols for reporting privacy breaches or data misuse

- We restrict and continuously monitor the access to important and sensitive data

- Develop transparent data gathering procedures

- Train staff for the internet privacy and security measures

- Build secure networks to safeguard online data from cyberattacks

- Include terms in contracts or express remarks about how we handle data

- Implement data protection policies (document shredding, secure locks, data encryption, frequent backups, access authorization etc.)

Our data privacy policies will be available on our website.

**Disciplinary Actions**

All of the policies' principles must be followed to the letter. A violation of the company's data protection policies will result in disciplinary and possibly legal action.