

Corporate Employee Data Privacy & Security Policy

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1. Categories of Data Collected

Personal details, payroll info, work performance, device telemetry.

2. Purpose of Data Processing

Used for payroll, compliance, planning, and security monitoring.

3. Data Retention

Records retained for 7 years after termination.

4. Employee Rights

Employees may request access, correction, or deletion where applicable.

5. Data Sharing

Shared with payroll vendors and authorities as required.