



PERSONAL DATA PROTECTION POLICY

Purpose

Our company data protection policy refers to our commitment to treat the information of the employees, customers, vendors, consultants, inspectors, stakeholders and all other parties with the utmost care and confidentiality.

With this policy we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

Scope

This policy refers to all parties (employees, job candidates, customers, suppliers, consultants, inspectors etc.) who provide any amount of information to us. It refers to anyone who collaborates with or act on our behalf and may need occasional access to data.

Policy Elements

As part of our operations, we need to obtain and process information. This information includes any offline or online data that makes a person identifiable such as name, contact information, family information, photograph, bank details, financial data etc.

Our company collects this information in a transparent manner and only with the full consent of interested parties. Once this information is available to us, the following rules apply:

Data will be:

- Accurate and kept up to date.*
- Collected fairly with consent of person and used for lawful purpose only.*
- Processed by the company within its legal and moral boundaries.*
- Protected against any unauthorized or illegal access by internal or external parties.*

Managing Director

03 January 2021

Approved: _____ Date: _____