



DATA PRIVACY POLICY

Our Data Privacy Policy discusses the type of personal information that may be collected, used, disclosed, and stored, and certain data protection requirements, including without limitation organizational, physical, and technical controls. It expresses our commitment to strive to protect personal information of our employees, our clients, and their customers.

Our Data Privacy Policy covers the following:

- Collection of Personal Information
- Use of Personal Information
- Data Quality
- Informing Individuals
- Individual Participation
- Inventory of Personal Information
- Safeguarding Personal Information
- Disclosing Personal Information to Third Parties
- Transferring Personal Information Across Borders • Reporting Policy Violations

We aim to ensure:

- That personal information is collected only when necessary for a legitimate business purpose, and by fair and lawful means, including where necessary by obtaining consent or where required to perform a contract. Where appropriate, and especially in connection with Sensitive Personal Information, the consent of the individual may need to be obtained prior to collection.
- Personal Information should be used, disclosed or further processed only for the purpose for which it was originally collected
- To take reasonable steps to keep Personal Information accurate, complete and up-to-date as necessary for the purpose for which it was collected and used.
- We abide by local Data protection and privacy laws which requires us to take appropriate and commercially reasonable technical, physical and organizational security measures to protect Personal Information from theft, misuse or unlawful or unauthorized destruction, alteration, disclosure, acquisition or access.

