



## Data Protection Policy

### 1. Introduction

Applied IT Solutions & Consultancy Services Ltd recognizes the importance of protecting the confidentiality, integrity, and availability of personal and sensitive data entrusted to us by our clients, employees, and other stakeholders. This Data Protection Policy outlines our commitment to complying with data protection laws and regulations, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, and ensuring the secure handling of data throughout its lifecycle.

### 2. Scope

This Data Protection Policy applies to all personal and sensitive data collected, processed, stored, or transmitted by Applied IT Solutions & Consultancy Services Ltd, including data related to clients, employees, contractors, and other third parties.

### 3. Compliance with Data Protection Laws

- We are committed to complying with all applicable data protection laws and regulations, including the General Data Protection Regulation (GDPR), the Data Protection Act 2018, and any other relevant national or regional data protection laws.
- We will ensure that personal data is processed lawfully, fairly, and transparently, and that data subjects' rights are respected and upheld.

### 4. Data Collection and Processing

- We will only collect and process personal data for specified, explicit, and legitimate purposes, and we will not process data in a manner that is incompatible with these purposes.
- We will obtain consent from data subjects before collecting or processing their personal data, where required by law or applicable regulations.

### 5. Data Security

- We will implement appropriate technical and organisational measures to ensure the security of personal data, including measures to prevent unauthorized access, disclosure, alteration, or destruction of data.
- We will regularly review and update our security measures to address emerging threats and vulnerabilities and ensure the ongoing confidentiality, integrity, and availability of data.

### 6. Data Retention and Disposal

- We will retain personal data only for as long as necessary to fulfil the purposes for which it was collected or as required by law or contractual obligations.
- We will securely dispose of personal data that is no longer needed, using appropriate methods to prevent unauthorized access or disclosure.



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## 7. Data Subject Rights

- We will respect and uphold the rights of data subjects, including the right to access, rectification, erasure, restriction of processing, data portability, and objection to processing.
- We will provide data subjects with mechanisms to exercise their rights and respond promptly to requests in accordance with applicable data protection laws.

## 8. Data Breach Response

- We will implement procedures to detect, assess, and respond to data breaches in a timely and effective manner.
- We will notify relevant authorities and affected individuals of data breaches as required by law or regulatory obligations.

## 9. Employee Training and Awareness

- We will provide training and awareness programs to employees on their responsibilities regarding data protection and privacy.
- We will ensure that employees understand the importance of data protection and their role in safeguarding personal and sensitive data.

## 10. Third-Party Data Processors

- We will only engage third-party data processors who provide sufficient guarantees of compliance with data protection laws and regulations.
- We will enter into written agreements with third-party data processors to ensure that personal data is processed in accordance with our instructions and legal requirements.

## 11. Data Protection Officer

- We will designate a Data Protection Officer (DPO) responsible for overseeing compliance with data protection laws and regulations and coordinating data protection activities within the organisation.

## 12. Review and Update

- We will regularly review and update this Data Protection Policy to ensure its continued relevance and effectiveness in protecting personal and sensitive data.

## Conclusion

Applied IT Solutions & Consultancy Services Ltd is committed to ensuring the privacy, confidentiality, and security of personal and sensitive data entrusted to us. By adhering to this Data Protection Policy and complying with applicable data protection laws and regulations, including the GDPR and the Data Protection Act 2018, we aim to maintain the trust and confidence of our clients, employees, and other stakeholders in our data handling practices.