

DATA PROTECTION POLICY

Rev. 02, Date: 01st March 2023; Approved by: General Manager

Experts Center for Training & Human Resources Development collects and uses information about people with whom it communicates. The information collected, recorded and used; whether on paper, in a computer, or recorded on other material will be dealt properly and securely.

Data Protection Principles

The training center has adopted the following principles to govern its use, collection, and transmittal of Personal Data, except as specifically provided by this Policy or as required by applicable laws:

- Personal Data shall only be processed fairly and lawfully.
- Personal Data shall be obtained only for specified purposes, and shall not be further processed in any manner incompatible with those purposes.
- Personal Data shall be adequate, relevant and not excessive in relation to the purposes for which they are collected and/or processed.
- Personal Data shall be accurate, complete and current as appropriate to the purposes for which they are collected and/or processed.
- Personal Data shall not be kept in a form which permits identification of the Data Subject for longer than necessary for the permitted purposes.
- Data will be kept safe from unauthorised access, accidental loss or damage.
- Personal Data may be communicated to third persons only for reasons consistent with the purposes for which the data were originally collected or other purposes authorized by law.
- Under the Data Protection policy all individuals are able to request copies of personal information held both manually and electronically. Individuals who wish to request for any information, which Experts Center for Training is holding or processing that relates to them should send a formal request by disclosing their identity.

The policy apply to "personal data" which is information held on computer or in manual filing systems from which they are identifiable. Experts Center for Training employees who process or use any personal information in the course of their duties will ensure that these principles are followed at all times.

Abu Bakr Khalel Abd Alla Farah

General Manager

Rev. 01, Date: 01ST March 2023

