



Sorinteq Academy Limited: Data Protection Policy

Policy Statement: Sorinteq Academy Limited is committed to safeguarding the privacy and security of personal information in accordance with applicable data protection laws and regulations. This Data Protection Policy outlines our commitment to responsible and transparent processing of personal data, ensuring that individuals' privacy rights are respected and protected.

Scope: This policy applies to all employees, contractors, third-party service providers, and anyone else associated with Sorinteq Academy Limited who may have access to personal data.

Key Principles:

1. **Lawfulness, Fairness, and Transparency:** Sorinteq Academy Limited will process personal data lawfully, fairly, and transparently, providing individuals with clear information about how their data will be used.
2. **Purpose Limitation:** Personal data will be collected for specified, explicit, and legitimate purposes, and will not be further processed in a manner incompatible with those purposes.
3. **Data Minimization:** Sorinteq Academy Limited will only collect and process personal data that is necessary for the purposes for which it was collected.
4. **Accuracy:** We will take reasonable steps to ensure that personal data is accurate and, where necessary, kept up to date.
5. **Storage Limitation:** Personal data will be retained for no longer than necessary for the purposes for which it was processed, and in accordance with our data retention policies.
6. **Security:** Sorinteq Academy Limited will implement appropriate technical and organizational measures to ensure the security and confidentiality of personal data.
7. **Individual Rights:** We respect and uphold individuals' rights regarding their personal data, including the right to access, correct, delete, and restrict the processing of their data.

8. Data Breach Response: Sorinteq Academy Limited has procedures in place to detect, report, and investigate any personal data breaches. In the event of a breach, affected individuals and relevant authorities will be notified as required by law.
9. International Data Transfers: If personal data is transferred internationally, [Your Company Name] will ensure that adequate safeguards are in place to protect the data in accordance with applicable laws.

Responsibilities: All employees and individuals associated with Sorinteq Academy Limited have a responsibility to comply with this Data Protection Policy and related procedures. The Data Protection Officer, if appointed, will be responsible for overseeing compliance and serving as a point of contact for data protection matters.

Training: Employees will receive training on data protection principles, their roles and responsibilities, and how to handle personal data securely.

Review and Update: This Data Protection Policy will be regularly reviewed and updated to ensure its continued relevance and effectiveness in light of changes in the business environment, legal requirements, or industry best practices.

Effective Date: 1st January 2024

Review Date: 31st December 2024

Version: V3.