

GENERAL DATA-POLICY

*Igniting Ideas, Crafting Campaigns,
Sparking success!*

Data Policy

MindzMap recognizes the importance of protecting and responsibly managing data. This Data Policy outlines the principles and guidelines for handling data, ensuring compliance with applicable laws and regulations. All employees and stakeholders are expected to adhere to this policy to maintain the security and privacy of data.

Data Classification

- ✓ Data should be classified based on sensitivity and importance. We categorise data as follows:
- ✓ Confidential Data: Highly sensitive information, such as customer personal data, financial data, trade secrets, and proprietary information.
- ✓ Public Data: Non-sensitive information meant for public consumption.

Data Collection and Usage

- ✓ We will collect and process data only for legitimate business purposes.
- ✓ Data collection should be transparent, and consent must be obtained when necessary.
- ✓ Encryption and other security technologies should be used to protect data in transit and at rest.

Data Security

- ✓ Data security measures must be implemented to safeguard against unauthorised access, disclosure, alteration, or destruction.
- ✓ Access to confidential data is restricted to authorised personnel based on the principle of least privilege.
- ✓ Our Lorem Ipsum generator will amaze you. Try it now! Copy and Paste.

Data Privacy

- ✓ We respect individuals' privacy rights and comply with applicable data protection laws.
- ✓ Data subjects have the right to access, correct, or delete their data upon request.
- ✓ Data breaches will be promptly reported to the relevant authorities and affected individuals as required by law.

Data Retention and Disposal

- ✓ Data will be retained only as long as necessary for the purpose for which it was collected.
- ✓ When data is no longer needed, it should be securely disposed of following our data disposal procedures.

Data Sharing

- ✓ Data sharing with third parties should be based on valid agreements that ensure data protection and compliance with privacy laws.
- ✓ We will not share confidential data without appropriate authorization.

Monitoring and Compliance

- ✓ Regular audits and assessments will be conducted to ensure compliance with this policy and relevant regulations.

✓ Employees will receive training on data protection and privacy.

Reporting Data Incidents

Any suspected or actual data breaches or policy violations must be reported immediately to the Data Protection Officer or designated personnel.

Policy Review

This Data Policy will be periodically reviewed and updated to reflect changes in technology, business practices, and regulations.

Enforcement

Non-compliance with this policy may result in disciplinary actions, up to and including termination of employment or legal action, as deemed necessary.

This Data Policy is an integral part of our commitment to data protection and privacy. All employees and stakeholders are expected to uphold these principles and guidelines to ensure the responsible handling of data.