



INFOTECH SERVICE FZ-LLC Personal Data Protection Policy for External Users

Version 1.0

Effective Date: July 2, 2024

Public

1. Introduction

INFOTECH SERVICE FZ-LLC ("we," "us," "our") is committed to ensuring robust Personal Data protections for the Users whose Personal Data we collect and process. This policy outlines our approach to data protection, guided by international compliance with regulations, particularly the General Data Protection Regulation (GDPR).

We value privacy and integrity in our relationships, striving to build trust and ensure transparency in handling your data. This policy applies to all Personal Data collected globally and adheres to applicable local laws where required.

2. Definitions

- **Personal Data:** Information that can identify you directly or indirectly, such as email addresses, phone numbers, IP addresses, etc.
- **User:** Any individual who interacts with us, including prospects, customers, service providers, partners, and candidates.
- **Processing:** Any action performed on Personal Data, such as collection, storage, use, transmission, or erasure.

3. Key Principles for Processing Personal Data

We commit to:

- Fair and lawful processing of Personal Data.
- Collecting data for specified, legitimate purposes.
- Ensuring the accuracy and relevance of Personal Data.
- Storing data only for the necessary period.

4. Personal Data Collection and Usage

We collect Personal Data in various contexts, such as:

- **Service subscriptions:** To manage your subscriptions, invoicing, and communication.

- **Provision of services:** To facilitate service delivery and customer interactions.
- **Enquiries and job applications:** To respond to questions or assess job candidates.

5. Consent and Rights

We respect your rights to:

- Access and correct your Personal Data.
- Request the erasure or restriction of your data.
- Withdraw consent for data processing.

Users can manage their consent and data preferences through our contact channels.

6. Data Sharing and Transfers

We may share your Personal Data with:

- Internal departments on a need-to-know basis.
- Trusted service providers for operational needs.
- Government authorities if legally required.

When transferring data internationally, we ensure compliance with applicable safeguards, including the use of Standard Contractual Clauses approved by the European Commission.

7. Data Retention

Personal Data is retained only as long as necessary for the purposes for which it was collected, or longer if required by law.

8. Data Security

We employ appropriate technical and organizational measures to safeguard Personal Data from unauthorized access, loss, or alteration.

9. Contact Information

For any inquiries about this policy or to exercise your data protection rights, please contact us at: **[Provide the relevant contact or link for the Data Protection Officer]**

This policy will be regularly updated to reflect new regulatory requirements and operational changes.



For a more detailed view, this document serves as a clear guide for users interacting with INFOTECH SERVICE FZ-LLC regarding how their personal information is handled, their rights, and the responsibilities of the company in safeguarding their data.