



# **Data Protection Policy & Privacy Notice**

**L.Y.D.N Ltd**  
**Data Protection Policy & Privacy Notice**

At [Company Name], we are committed to protecting your privacy and ensuring the security of your personal information. With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

Who is covered under the Data Protection Policy?

Employees of our company and its subsidiaries must follow this policy. Contractors, consultants, partners and any other external entity are also covered. Generally, our policy refers to anyone we collaborate with or acts on our behalf and may need occasional access to data.

This policy explains how we collect, use, and disclose your personal data

### **1. What personal data do we collect?**

We may collect personal data that you provide to us directly, such as your name, contact details, and any other information that you choose to share with us. We may also collect data automatically, such as your IP address, device type, and browsing behaviour when you visit our website.

### **2. How do we use personal data?**

We use your personal data to provide you with the products or services you have requested, to communicate with you about our products and services, and to improve our website and marketing efforts. We may also use your data for administrative purposes, such as billing and record-keeping.

### **3. How do we protect personal data?**

We take the security of your personal data seriously and use a variety of measures to protect it from unauthorized access, use, or disclosure. These measures include encryption, access controls, and regular security audits.

### **4. Do we share personal data?**

We do not sell, rent, or trade your personal data to third parties for marketing purposes. However, we may share your data with service providers who assist us with our business operations, such as payment processing or email marketing. We may also share your data if required by law or to protect our legal rights.

### **5. Your rights**

You have the right to access, correct, or delete your personal data that we have collected. You may also have the right to restrict or object to our processing of your data, or to receive a copy of your data in a structured, machine-readable format. To exercise any of these rights, please contact us at [contact email address].

### **6. Updates to this notice**

We may update this privacy notice from time to time to reflect changes in our data handling practices or legal requirements. We will post any updates to our website and notify you if the changes are significant.

As a business, we take data privacy and protection very seriously. We are committed to complying with all applicable data protection laws, including the General Data Protection Regulation (GDPR). This means that we will only collect and process personal data that is necessary for us to provide our products or services, and we will ensure that such data is processed lawfully, fairly and transparently.

We will only use personal data for the purposes for which it was collected, and we will not disclose it to any third party unless we have obtained the explicit consent of the individual concerned, or we are legally required to do so.

We will take appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing, accidental loss or destruction, and damage. We will also provide individuals with the right to access, rectify, erase, and restrict the processing of their personal data, as well as the right to object to the processing of their personal data.

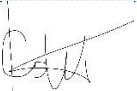
### **Actions**

To exercise data protection, we're committed to:

- Restrict and monitor access to sensitive data
- Develop transparent data collection procedures
- Train employees in online privacy and security measures
- Build secure networks to protect online data from cyber attacks
- Establish clear procedures for reporting privacy breaches or data misuse
- Include contract clauses or communicate statements on how we handle data
- Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization etc. Regularly review our programme to comply with GDPR, handling sensitive material and data, and arrangements in place regarding IT data security.

### **Disciplinary Consequences**

All principles described in this policy must be strictly followed. A breach of data protection guidelines will invoke disciplinary and possibly legal action. If you have any questions or concerns about our data privacy or handling practices, please contact us at [insert contact details]. We will be happy to provide you with further information and assistance.

Name	Eduard Istrati
Signed	
Date	12/09/2023
Position	Director