

Data Protection standers and Policy- Taqnyat Al-jawal

Last updated	24 th of August, 2022
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Definitions

Organisation	Taqnyat Al-jawal
DPA	Security and DPA Department
Responsible Person	Yazan Abdelrahman
Register of Systems	Internal high confidentiality plan

1. Data protection principles

The Organisation is committed to processing data in accordance with its responsibilities under the DPA.

Our Taqnyat DPA Department are following the standers below in order to handle the personal data:

- In Taqnyat we are processed lawfully, fairly and in a transparent manner in relation to individuals.
- In Taqnyat we are collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be incompatible with the initial purposes.
- And we are taking gathering the adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
- Taqnyat company is requesting the personal information accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- Taqnyat Data is kept in a form which permits identification of data subjects for no

longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the DPA in order to safeguard the rights and freedoms of individuals; and

- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures."

2. General provisions

- a. in Taqnyat we are referring to this policy and applies to all personal data processed by the Organisation.
- b. Our Responsible Person from DPA are taking responsibility for the Organisation's ongoing compliance with this policy.
- c. This policy is reviewed at least twice annually.
- d. Taqnyat are register with the Information Commissioner's Office as an organisation that processes personal data.

3. Lawful, fair and transparent processing

- a. Taqnyat is ensure that the processing of data is lawful, fair and transparent, and maintain a Register of Systems for law proposes.
- b. We are reviewing our data twice annually to check and make sure that our database is in the best health and the data integrity and data availability is on the right path.
- c. Taqnyat are guaranteed that Individuals end users have the right to access their personal data and made any changes from their end anytime when needed from their access portal after implementing the authorized access

4. Lawful purposes

- a. All data processed by the Taqnyat are following lawful bases: consent, contract, legal obligation, vital interests, public task, or legitimate interests by referring to CITC rules and standers for the personal data security controls and super vised by DPA and security department
- b. The Organisation of Taqnyat is noted the appropriate lawful basis in the Register of Systems.

- c. In Taqnyat in very clear and obvious form we are providing the privacy personal statement police for our end users, as must requirement that provided in our portal after filling the requested information as well as it must be approved from the end user upon of lawful basis for processing data, evidence of opt-in consent

5. Data minimisation

- a. Taqnyat are collecting the important information from the end users only to provide the services upon the needed data like, names, phone number, email, company name and company certificates as it is the full information that needed to our business standard and initiate the contracts

6. Accuracy

- a. The Organisation shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.
- c. [Add considerations relevant to the Organisation's particular systems]

7. Archiving / removal

- a. In Taqnyat the removal processed are implementing upon of the end user request only
- b. The archiving policy are considered on the personal data and all of the data that collected from our end users are not deleted automatically as our end users have their own currency at their own profile so we can't archive any of our end user's data or information, it must be retained until our client provide us with an official Email approval requesting to delete their own data and information, after refunding process.

8. Security

- a. In Taqnyat we are using the best and the most modern Data Centre that hosing our Storage with the best Security methods and controls to guarantee the data integrity, availability and confidentiality.
- b. We are taking the best controls for confidentiality as we are limiting the access for the data as it will be reached from the authorized DPA employees only
- c. We are only implementing the Deletion process that connected with the DPA officer

to be deleted upon of the end user request only so we can keep deletion process very guaranteed and secure without effecting any of our data in the data centre as we are not implementing any of automated deletion progress to reduce the cyber threats and branch

- d. Taqnyat are taken offline backups copies twice annually, for any kind of emergence situation or natural disaster matter the recovery plan are following by the best security roles and saved in a very secure place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, Taqnyat will raise a high emergency situation with the collaborating with Taqnyat security operation centre that will use the needed reports in order to evaluate the risk migration and majority in order to implement the best security control and investigation as well as will inform the CITC Department by using the incident report directly in order to investigate about the breach matter with the help of the reference link below:

<https://www.citc.gov.sa/ar/RulesandSystems/privacy/Pages/default.aspx>

