**Data Protection and Privacy Policy**

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| **Entity:**  BPTP INTERNATIONAL TRADE CENTRE LIMITED | **Section:**  GOVERNANCE POLICY | | **Version:** V2 | | **Effective Date:** 01.07.2023 |
| **Subject:** DATA PROTECTION AND PRIVACY | | | | | |
| **Policy Owner:**  C-HRO | | **Review Date:**  01.07.2024 | | **Pages:**  1 | |

**APPLICABILITY:** It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED

**PURPOSE:** The purpose of a Data Protection and Privacy policy, is to protect the privacy and security of personal information collected and processed during our operations. This policy outlines our commitment to complying with data protection laws and maintaining the confidentiality, integrity, and availability of personal data. By implementing this policy, BPTP is committed to complying with all applicable data protection laws.

**POLICY OUTLINE:** Data protection and privacy are critical components for a company to ensure the responsible and ethical handling of personal information. It involves respecting individuals' right to privacy and ensuring that their personal information is handled with care and confidentiality.

To support this policy, BPTP will:

* Implement appropriate technical and organizational measures to safeguard personal data.
* Protect personal data against unauthorized access, disclosure, alteration, and destruction.
* Develop and maintain a data breach response plan.
* Provide regular training to employees on data protection policies and procedure s.
* Conduct privacy impact assessments for new projects, systems, or processes that involve the processing of personal data.
* Regular review and update new laws, technologies, and organizational needs.

**RESPONSIBILITY:** All individuals, employees, contractors, suppliers, consultant and other stakeholders associated with BPTP must comply with all applicable data protection and privacy laws and regulations.

**AMENDMENTS:** This policy is subject to any changes in the applicable laws, rules and regulations by the management.