



## **Data Privacy & Protection Policy**

### **Podmore Manufacturing Inc.**

#### **1. Purpose**

Podmore Manufacturing Inc. is committed to protecting the privacy and security of personal and business data. This policy outlines the principles and guidelines for handling, storing, and processing data in compliance with applicable privacy laws and best practices.

#### **2. Scope**

This policy applies to all employees, contractors, vendors, and business partners who collect, process, or store personal or confidential information on behalf of Podmore Manufacturing Inc.

#### **3. Data Collection & Use**

- Personal and business data shall only be collected for legitimate business purposes.
- Data subjects shall be informed about the collection and intended use of their data.
- Consent shall be obtained where required by applicable privacy laws.
- Data shall be used only for the purpose for which it was collected.

#### **4. Data Security & Protection**

- Access to sensitive data shall be restricted to authorized personnel.
- Encryption and other security measures shall be used to protect stored and transmitted data.
- Employees must adhere to strong password policies and secure login procedures.
- Regular security assessments shall be conducted to identify and mitigate risks.

#### **5. Data Sharing & Third Parties**

- Personal and confidential business data shall not be shared with third parties without prior approval.
- Vendors and service providers handling data on behalf of Podmore Manufacturing Inc. must comply with this policy.
- Data-sharing agreements shall be established where necessary to ensure compliance with data protection laws.

#### **6. Data Retention & Disposal**

- Data shall be retained only for as long as necessary to fulfill business and legal requirements.
- Outdated or unnecessary data shall be securely deleted or anonymized.
- A data retention schedule shall be maintained and reviewed periodically.

#### **7. Employee Responsibilities**

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- Employees must handle data in accordance with this policy and applicable laws.
- Any data breaches or security incidents must be reported immediately to the IT or Compliance Department.
- Employees shall receive regular training on data privacy and security best practices.

#### **8. Compliance & Legal Considerations**

- Podmore Manufacturing Inc. shall comply with all relevant data privacy regulations, including GDPR, CCPA, and other applicable laws.
- Internal audits shall be conducted to ensure compliance with this policy.
- Non-compliance may result in disciplinary action, including termination of employment or contracts.

#### **9. Breach Management & Incident Response**

- A structured response plan shall be in place to address data breaches and security incidents.
- Affected parties shall be notified in accordance with legal and regulatory requirements.
- Investigations shall be conducted to determine the cause of incidents and prevent future breaches.

#### **10. Policy Review & Updates**

- This policy shall be reviewed annually to ensure compliance with evolving data protection laws and industry standards.
- Updates shall be communicated to all employees and stakeholders.

#### **11. Policy Approval**

This policy has been approved by the executive management team and is effective as of [Effective Date].