Guarantee Data Privacy

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Practical tips for safeguarding customers' data

CYBEREADY

Why is data privacy important for us?

Our **customer's private information** is at the heart of our company's operations; safeguarding it is integral to our continued success.

Without our customers' trust that we'll protect their personal data, they may choose to take their business elsewhere. Beyond this, we're bound by stringent l**egal requirements.**

What data is considered private?

Financial, medical, genetic, and biometric information is particularly sensitive, as these can have grave consequences if they fall into the wrong hands.

Private data refers to any information that can be used to identify an individual or a business.

How can you keep data safe?

Here are our top tips for managing and protecting customers' data:

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1. Limit data collection.

Collect personal information only for specific, approved purposes and only with your supervisor's approval.

Inform customers of data use and allow them to opt out.

2. Organize data properly.

Store information according to our company guidelines.
If unsure about the process, just ask.

If you come across any unsafe storage - Inform your manager.

3. Share information carefully.

Share private information exclusively within designated channels.

Keep a record of any information sharing, including the recipient, date, and purpose.

Grant access to personal data to those with a legitimate business need only.

4. Archive and delete information promptly.

Retain information only for as long as it is necessary or legally permitted.

Archive information according to our company's approved methods, based on the type and level of data sensitivity.

After using data for its intended purpose, dispose of it responsibly.

To summarize:

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Limit your data collection

Collect only for
a specific purpose
and
be transparent.

Organize data properly

Follow company
guidelines and alert
your supervisor of
errors.

Share information carefully

Share with relevant parties
on designated channels
and record it.

Archive and delete information promptly

Properly manage data by archiving
when appropriate and deleting
when no longer needed or required
by law.