

# Personal Data Processing Policy

## Introduction:

- Brief overview of the importance of personal data protection.
- Reference to applicable laws and the company's commitment to data security.

## Personal Data Collection:

- Detailed list of data types collected (e.g., identification, contact information, financial details).
- Methods of collection (forms, emails, etc.).

## Use of Personal Data:

- Specific purposes for which personal data is used (e.g., customer service, marketing, legal compliance).

## Sharing of Personal Data:

- Information on the circumstances under which personal data may be shared with third parties (e.g., compliance with law, service providers).

## User Rights:

- Rights of users regarding their data (e.g., right to access, correct, or delete personal data).

## Security Measures:

- Measures taken to protect personal data (e.g., encryption, access controls).

## Data Retention:

- Duration for which personal data is retained.

## Automatic Decision-Making:

- Details on whether and how automatic decisions are made using user data.