



HOPES SAFETY
CONSULTANCY LLC SPC

DATA PROTECTION POLICY

Ref: HSC|DPP|2025|06|V2.0

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1. Purpose:

The purpose of this Data Protection Policy is to ensure that **Hopes Safety Consultancy LLC SPC**, complies with applicable data protection laws and regulations. The policy is designed to protect the personal data of employees, clients, trainees, and other stakeholders, ensuring confidentiality, integrity, and accountability in all data processing activities.

2. Scope:

This policy applies to all employees, contractors, and stakeholders of **Hopes Safety Consultancy LLC SPC** Training Center who process or handle personal data. It covers all personal data collected, stored, and processed in both digital and physical formats.

3. Definitions:

- Any information relating to an identified or identifiable individual, including names, contact details, identification numbers, or any other data that can be linked to a specific person.
- The individual whose personal data is being processed.
- Any operation performed on personal data, such as collection, storage, use, transfer, or deletion.
- **Hopes Safety Consultancy LLC SPC**, which determines the purposes and means of processing personal data.

4. Principles:

Hopes Safety Consultancy LLC SPC adheres to the following principles when processing personal data:

- Data is processed lawfully, fairly, and in a transparent manner.
- Data is collected for specific, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.
- Only the data necessary for the intended purpose is collected and processed.
- Data is kept accurate and up-to-date.
- Data is retained only for as long as necessary for the purposes for which it was collected.
- Data is processed securely to prevent unauthorized access, loss, or damage.

5. Responsibilities:

- Ensures compliance with data protection laws and the implementation of this policy across **Hopes Safety Consultancy LLC SPC** and its Training Center.
- Must follow the procedures outlined in this policy when handling personal data.
- Oversees data protection activities, monitors compliance, and serves as the point of contact for data protection matters.

6. Data Collection and Use:

- Personal data will only be collected with the explicit consent of the data subject unless processing is required by law.
- Data will be collected and used solely for the purposes communicated to the data subject.
- Personal data will not be shared with third parties without prior consent, except where required by law.

7. Data Security:

Hopes Safety Consultancy LLC SPC implements appropriate technical and organizational measures to protect personal data, including:

- Encryption and secure storage solutions.
- Regular security assessments and audits.
- Access controls to ensure only authorized personnel can access personal data.
- Training employees on data protection practices.

8. Data subjects have the following rights regarding their personal data:

- Request access to their personal data.
- Request corrections to inaccurate or incomplete data.
- Request the deletion of their personal data when it is no longer needed.
- Request the restriction of data processing under certain circumstances.
- Request their data in a structured, commonly used, and machine-readable format.
- Object to the processing of their data in certain situations.

9. Breach Management:

In the event of a data breach:

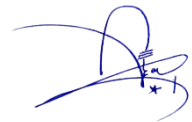
- The Data Protection Officer will be notified immediately.
- The breach will be assessed, and necessary actions will be taken to mitigate its impact.
- If required by law, affected data subjects and relevant authorities will be informed promptly.

10. Training and Awareness:

Hopes Safety Consultancy LLC SPC Training Center will provide regular training sessions to employees on data protection principles and best practices to ensure compliance and awareness.

11. Policy Review and Updates:

This policy will be reviewed annually to ensure its effectiveness and alignment with applicable data protection laws. Updates will be communicated to all employees and stakeholders in a timely manner.



Director
Hopes Safety Consultancy LLC SPC