

Data Protection and Privacy Policy

1. Introduction

Arkan Graphics is committed to protecting the privacy and security of personal data entrusted to us by our customers, employees, and other stakeholders. This Data Protection and Privacy Policy outlines how we collect, use, disclose, and protect personal data in accordance with applicable data protection laws and regulations.

2. Scope

This policy applies to all personal data processed by Arkan Graphics, whether collected online, offline, or provided by third parties.

3. Principles of Data Protection

- **Lawfulness, Fairness, and Transparency:** We process personal data lawfully, fairly, and transparently, respecting individuals' rights.
- **Purpose Limitation:** We collect personal data for specified, explicit, and legitimate purposes and do not process it in ways incompatible with those purposes.
- **Data Minimisation:** We collect only the personal data necessary for our purposes and limit the processing of personal data to what is necessary.
- **Accuracy:** We take reasonable steps to ensure that personal data is accurate, complete, and kept up to date.
- **Storage Limitation:** We retain personal data for no longer than necessary for the purposes for which it is processed, in line with our data retention policies.
- **Integrity and Confidentiality:** We implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk, including protection against unauthorised or unlawful processing and accidental loss, destruction, or damage.



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4. Types of Personal Data Collected

The types of personal data we collect may include:

- Contact information (e.g., name, address, email address, phone number)
- Identification information (e.g., ID numbers, passport details)
- Employment details (e.g., job title, department)
- Financial information (e.g., payment information)

5. Purposes of Processing Personal Data

We may process personal data for the following purposes:

- Providing products and services
- Managing customer relationships
- Administering and processing payments
- Employee management and payroll administration
- Complying with legal and regulatory obligations
- Marketing and communication purposes with consent where required

6. Sharing of Personal Data

We may share personal data with:

- Third-party service providers and partners who assist in providing services
- For some entities to obtain entry permits to certain vital locations.
- Legal and regulatory authorities when required by law or to protect our rights
- Affiliated companies within our corporate group for internal administrative purposes

7. Rights of Data Subjects

Individuals have the right to:

- Access their personal data
- Rectify inaccurate personal data
- Erase personal data under certain conditions

8. Data Security

- We implement appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing and accidental loss, destruction, or damage.

9. Data Breach Notification

- In the event of a personal data breach, we have procedures in place to notify affected individuals and regulators as required by law.

10. Updates to this Policy

- This Data Protection and Privacy Policy is reviewed periodically and updated as necessary to reflect changes in legal requirements, business practices, or processing activities.

11. Contact Us

- If you have any questions or concerns about our Data Protection and Privacy Policy or the processing of your personal data, please contact us at info@arkangraphics.com.

This template provides a structured framework for a Data Protection and Privacy Policy. Ensure to tailor it to your specific business operations, legal requirements, and the jurisdictions in which you operate.

Approval:

Essam Attay

CEO

06/01/2025

Employee Acknowledge

Name: _____ Signature

Position: _____

Date: 06/01/2025