



# Rundata Systems

## Data Privacy Policy

### 1. Purpose

The purpose of this Data Privacy Policy is to establish guidelines and practices for the collection, use, storage, and protection of personal information by Rundata Systems. This policy ensures compliance with applicable data protection laws and regulations and promotes the privacy rights and expectations of individuals whose personal data is processed by Rundata Systems.

### 2. Scope

This policy applies to all personal information collected, processed, stored, or disclosed by Rundata Systems, whether in electronic or physical form. It encompasses personal information of customers, employees, partners, and any other individuals associated with Rundata Systems.

### 3. Principles of Data Privacy

#### 3.1 Data Minimization and Purpose Limitation

- Rundata Systems will only collect and process personal information that is necessary for legitimate business purposes.
- Personal information will be used only for the purposes explicitly specified at the time of collection, unless consent is obtained for additional uses.

#### 3.2 Lawfulness and Fairness

- Personal information will be collected and processed in compliance with applicable laws, regulations, and individuals' rights.
- Individuals will be provided with transparent and easily accessible information about the collection, use, and processing of their personal data.

#### 3.3 Consent

- Rundata Systems will obtain valid consent from individuals for the collection, use, and disclosure of their personal information, where required by applicable laws and regulations.

- Consent will be requested in a clear and unambiguous manner and can be withdrawn at any time.

### **3.4 Data Security**

- Appropriate technical and organizational measures will be implemented to protect personal information against unauthorized access, loss, alteration, or disclosure.
- Access to personal information will be restricted to authorized personnel who require it for legitimate business purposes.

### **3.5 Data Subject Rights**

- Rundata Systems will respect individuals' rights regarding their personal information, including the right to access, rectify, erase, restrict processing, object to processing, and data portability.
- Procedures will be established to facilitate the exercise of these rights and handle data subject requests promptly.

## **4. Data Breach Response**

### **4.1 Incident Reporting**

- In the event of a data breach or security incident involving personal information, it must be reported immediately to the designated Incident Response Team in accordance with the Incident Reporting Plan.
- The Incident Response Team will initiate a response process to assess and mitigate the breach, notify affected individuals, and comply with legal and regulatory obligations.

### **4.2 Breach Investigation and Remediation**

- Rundata Systems will promptly investigate data breaches, assess their impact, and take appropriate actions to mitigate further risks or damages.
- Remediation measures will be implemented to prevent similar incidents from occurring in the future.

## **5. Data Transfer and Third-Party Processing**

### **5.1 Data Transfers**

- Personal information will only be transferred to third parties or outside jurisdictions where adequate safeguards for data protection are in place, such as through appropriate contractual agreements or mechanisms recognized by relevant authorities.

## **5.2 Third-Party Processing**

- When engaging third-party processors to handle personal information on behalf of Rundata Systems, appropriate due diligence will be conducted to ensure their ability to provide sufficient data protection measures.
- Contracts or agreements with third-party processors will include provisions that protect personal information and define their responsibilities.

## **6. Compliance and Accountability**

### **6.1 Compliance Monitoring**

- Rundata Systems will regularly assess compliance with this Data Privacy Policy and applicable data protection laws and regulations.
- Internal audits and reviews will be conducted to evaluate the effectiveness of data privacy controls and practices.

### **6.2 Accountability**

- Rundata Systems will appoint a designated privacy officer or team responsible for overseeing data privacy matters, promoting awareness, and ensuring compliance with this policy.
- Data privacy responsibilities and accountability will be clearly defined and communicated throughout the organization.

## **7. Policy Review**

This Data Privacy Policy will be reviewed periodically to ensure its ongoing relevance and effectiveness. Updates or revisions to the policy will be made as necessary, considering changes in technology, business requirements, and legal or regulatory landscapes.