

Privacy & Data Governance Policy

Cyber Security Officer
Drafted by
Date of Approval

Greg Hurley
HealyIT
20/6/2022

Introduction

Geebung RSL is committed to protecting the privacy and data of its customers, employees, and partners. This Privacy & Data Governance Policy outlines our approach to collecting, storing, and using personal and sensitive data, as well as our commitment to maintaining data security. This policy is designed to ensure compliance with data protection laws.

Data Collection

Data Collection Purpose: We collect data for legitimate business purposes, including customer service, order processing, and marketing. We will inform individuals why we collect their data and obtain their consent when necessary.

Types of Data Collected: We collect personal and sensitive data, such as names, addresses, contact information, financial data, and other information necessary for our business operations.

Data Minimization: We only collect data that is necessary for the intended purpose. We do not collect excessive or irrelevant data.

Data Storage and Collection

Data Security: We maintain appropriate security measures to protect data from unauthorized access, disclosure, alteration, and destruction.

Data Access Control: Access to data is restricted to authorized personnel who require access for business operations.

Data Retention: We retain data only for as long as necessary to fulfill the purposes for which it was collected or as required by law.

Data Sharing

Third-Party Sharing: We may share data with third-party service providers who assist in our business operations. These providers are contractually bound to maintain data security and comply with relevant privacy laws.

Sharing with Consent: We will obtain explicit consent before sharing data with any third party for purposes other than those for which it was originally collected.

Data Privacy Rights

Access and Correction: Individuals have the right to access their personal data held by Geebung RSL and to request corrections if the data is inaccurate.

Data Deletion: Individuals have the right to request the deletion of their personal data when it is no longer necessary for the purposes for which it was collected.

Data Breach Response

In the event of a data breach, Geebung RSL will notify affected individuals, regulatory authorities, and other relevant stakeholders in accordance with applicable laws and regulations.

Employee Training

Employees will be educated in data privacy and security best practices to ensure compliance with this policy.

All employees are required to comply with this Privacy & Data Governance Policy to maintain our eligibility for Cyber Insurance.

Contact

For any inquiries, requests or concerns please contact the company cyber security officer.

By adhering to this Privacy & Data Governance Policy, Geebung RSL is dedicated to safeguarding the privacy and security of personal and sensitive data.

This policy is an integral component of our commitment to maintaining data integrity and security for the benefit of our customers and business operations.

[Signature]

[Name]

[Title]

Geebung RSL
[Date]