



DATA PROTECTION POLICY

1. Purpose

The purpose of this Data Protection Policy is to ensure that MALYK LTD processes personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy outlines the principles and practices to be followed to protect personal data and maintain the trust of our customers and employees.

2. Scope

This policy applies to all employees, contractors, and third parties who handle personal data on behalf of MALYK LTD.

3. Data Protection Principles

MALYK LTD is committed to processing personal data in accordance with the following principles:

1. **Lawfulness, Fairness, and Transparency:**
 - Personal data shall be processed lawfully, fairly, and in a transparent manner.
2. **Purpose Limitation:**
 - Personal data shall be collected for specified, explicit, and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3. **Data Minimization:**
 - Personal data shall be adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
4. **Accuracy:**
 - Personal data shall be accurate and, where necessary, kept up to date.
5. **Storage Limitation:**
 - Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

4. Data Subject Rights

Data subjects have the following rights regarding their personal data:

- The right to be informed about the collection and use of their personal data.
- The right of access to their personal data.
- The right to rectification if their personal data is inaccurate or incomplete.
- The right to erasure of their personal data.
- The right to restrict processing of their personal data.
- The right to data portability.

- The right to object to the processing of their personal data.
- Rights in relation to automated decision-making and profiling.

5. Data Security

MALYK LTD shall implement appropriate technical and organizational measures to ensure the security of personal data, including but not limited to:

- Encryption of personal data where appropriate.
- Regular security assessments and audits.
- Access controls to personal data.
- Training for employees on data protection and security.

6. Data Breach Notification

In the event of a data breach, MALYK LTD shall notify the Information Commissioner's Office (ICO) without undue delay and, where feasible, within 72 hours of becoming aware of the breach, unless the breach is unlikely to result in a risk to the rights and freedoms of individuals. Data subjects shall be informed without undue delay if the breach is likely to result in a high risk to their rights and freedoms.

7. Third-Party Data Processors

MALYK LTD shall ensure that any third-party data processors engaged to process personal data on its behalf provide sufficient guarantees regarding their ability to implement appropriate technical and organizational measures in compliance with the UK GDPR.

8. Data Protection Officer (DPO)

MALYK LTD has appointed a Data Protection Officer to oversee compliance with this policy and with data protection laws. The DPO can be contacted at info@malyk.co.uk.

9. Policy Review

This policy will be reviewed annually and updated as necessary to ensure continued compliance with data protection laws and to reflect any changes in our data processing practices.

Imran, Founder
MALYK

Date: 1st July 2024