




**MAINTENANCE DOCUMENT CONTROL STATUS**

Revision	Issued date	Originator	Originator's Department	Reviewed/ Checked By	Reviewed Page(s)
<b>0</b>	01.04.2021	D. Ravikumar	Technical	J. Chakkooth	
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Approvals	Name	Signature	Document Number	Document Title	Approval Date
<b>Operations Director</b>	J. Chakkooth		VC/GE/POL-07	Data Protection Policy	05.04.2024
<b>Managing Director</b>	S. K. Pillai				

## **DATA PROTECTION POLICY**

Vibrant Consultancy W.L.L involves activities that deal with various types of data collection from employees, students, vendors, suppliers, clients, regulatory norms, and international boards.

The data protection policy sets the arrangements in place to ensure that all personal data records held by the organization are obtained, processed, used, and retained under the rules of data protection based on the Data Protection Acts:

- Take and process the information/data fairly.
- Keep it safe and secure - Appropriate security measures must be taken against unauthorized access to, or alteration, disclosure, or destruction of, the data and against their accidental loss or destruction.
- Maintain it as authentic, accurate, complete, and up-to-date.
- Use and disclose it only in ways suitable to the purposes.
- Keep it only for one or more specified, explicit and lawful purposes.
- Ensure that it is adequate, relevant and not excessive.
- Securely store the documents as long as it is necessary for the purpose.
- Give a copy of an individual personal data to him/her based on the written request.
- Under the Data Protection Act 1998, you can make a formal request to receive copies of any information held by Vibrant.

The policy should be reviewed and evaluated at certain pre-determined times and, as necessary.