



Data Protection Policy for **Axis RDY Ltd**

Effective Date: 26-11-24

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Version: 1.0

1. Introduction

Axis RDY Ltd is committed to protecting the privacy and security of our members' and employees' personal data. This policy outlines our approach to data protection, ensuring compliance with relevant data protection legislation, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

2. Scope

This policy applies to all members, employees, contractors, and third parties who process personal data on behalf of Axis RDY Ltd. It covers all personal data held in any format, including paper and electronic records.

3. Data Protection Principles

We adhere to the following principles regarding personal data:

1. **Lawfulness, Fairness, and Transparency:** We process personal data lawfully, fairly, and in a transparent manner.
2. **Purpose Limitation:** Personal data is collected for specified, legitimate purposes and is not processed in a manner incompatible with those purposes.
3. **Data Minimisation:** We ensure that personal data collected is adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
4. **Accuracy:** We take reasonable steps to ensure that personal data is accurate and up-to-date.
5. **Storage Limitation:** Personal data is retained only for as long as necessary to fulfill the purposes for which it was collected.
6. **Integrity and Confidentiality:** We implement appropriate security measures to protect personal data from unauthorized access, loss, or damage.

4. Types of Personal Data We Collect

We may collect and process the following types of personal data:

- Member information (e.g., name, contact details, payment information)
- Employee data (e.g., name, address, employment history)
- Supplier and business partner information
- Marketing preferences

5. Purpose of Data Collection

We collect personal data for various purposes, including but not limited to:

- Processing member transactions
- Providing customer support
- Managing employee records
- Conducting marketing activities (with consent)
- Complying with legal obligations



6. Data Sharing

We do not sell or rent personal data to third parties. Personal data may be shared with:

- Service providers (e.g., payment processors, IT support) who process data on our behalf
- Regulatory authorities when required by law
- Other third parties with explicit consent

7. Data Subject Rights

Individuals have the following rights regarding their personal data:

- **Right to access:** Request a copy of the personal data we hold.
- **Right to rectification:** Request correction of inaccurate personal data.
- **Right to erasure:** Request deletion of personal data under certain conditions.
- **Right to restrict processing:** Request limitation of data processing.
- **Right to data portability:** Request transfer of personal data to another organisation.
- **Right to object:** Object to processing for direct marketing purposes.

8. Data Security

We implement appropriate technical and organisational measures to protect personal data, including:

- Access controls to limit data access to authorised personnel
- Encryption of sensitive data
- Regular security assessments and audits
- Staff training on data protection awareness

9. Data Breach Response

In the event of a data breach, we will:

- Notify the relevant supervisory authority within 72 hours if required
- Inform affected individuals when there is a high risk to their rights and freedoms
- Take necessary steps to mitigate the breach and prevent future occurrences

10. Training and Awareness

All employees will receive training on data protection principles and practices to ensure compliance with this policy and relevant legislation.

11. Policy Review

This policy will be reviewed annually or when there are significant changes to data protection legislation or our data processing activities.

Axis RDY Ltd is committed to ensuring that personal data is handled with the utmost care and in compliance with applicable laws. Thank you for trusting us with your information.