

# Data Protection and Privacy Policy

## INTRODUCTION

At E-DATA, we are committed to protecting the privacy and confidentiality of the critical information and personal data we handle in the course of our research activities. This Data Protection and Privacy Policy outlines our commitment to complying with data protection laws and ensuring the security and privacy of all data we collect, process, or store.

## DATA COLLECTION AND PROCESSING

- **Consent:** We obtain informed consent from individuals whose data we collect and process. Consent is transparent, specific, and revocable at any time.
- **Legitimate Purpose:** Data are collected and processed only for legitimate research purposes, and we do not use data for any purpose other than what is specified in the consent.
- **Data Minimization:** We collect and process only the data necessary for the research and ensure that data is kept accurate and up to date.

## DATA SECURITY

- **Data Protection Measures:** We implement technical and organizational measures to protect data against unauthorized access, disclosure, alteration, and destruction.
- **Data Encryption:** Sensitive data is encrypted in transit and at rest to maintain its confidentiality and integrity.
- **Access Control:** Access to data is restricted to authorized personnel, and access permissions are reviewed regularly.
- **Data Backups:** Regular data backups are maintained to ensure data availability and recovery in case of unforeseen events.

## DATA PRIVACY

- **Confidentiality:** We maintain the confidentiality of all data, and access is granted only to personnel who require it for legitimate research purposes.
- **Data Sharing:** Data is shared only with the informed consent of the data subjects or in compliance with applicable data protection laws and regulations.
- **Third-Party Data Processors:** When we engage third-party data processors, we ensure they meet the same high standards of data protection and privacy that we uphold.

## DATA RETENTION AND DISPOSAL

- **Data Retention Period:** We retain data only for as long as necessary to fulfill the purposes for which it was collected or as required by law.
- **Secure Disposal:** Data is securely and permanently disposed of when it is no longer needed, ensuring that it cannot be reconstructed or accessed.



## DATA SUBJECT RIGHTS

- **Right to Access:** Data subjects have the right to access their personal data and request information about how their data is used.
- **Right to Rectification:** Data subjects have the right to request the correction of inaccurate or incomplete data.
- **Right to Erasure:** Data subjects may request the erasure of their data when it is no longer needed for the purpose for which it was collected.
- **Right to Data Portability:** Data subjects have the right to receive their data in a structured, commonly used, and machine-readable format.

## TRAINING AND AWARENESS

- All employees, contractors, and stakeholders are provided with training on data protection and privacy to ensure their understanding and compliance with this policy.

## REPORTING AND INCIDENT RESPONSE

- Any data breaches or incidents involving data protection will be reported promptly to the appropriate authorities and data subjects as required by law.

## COMPLIANCE

- We adhere to all applicable data protection laws and regulations, including the General Data Protection Regulation (GDPR), if applicable.

## RESPONSIBILITY

- All employees, contractors, and stakeholders are responsible for understanding and adhering to this policy.
- E-DATA will designate a Data Protection focal point responsible for implementing, monitoring, and ensuring compliance with this policy.

## CONCLUSION

This Data Protection and Privacy Policy reflects our commitment to protecting critical information and personal data in accordance with data protection laws and regulations. It is the responsibility of every member of our company to adhere to this policy and uphold the principles and procedures outlined herein.

**Loyal Kouzi**

**Researcher and Co-Founder**

E-DATA sarl

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**Joseph Haddad**

**Researcher and Co-Founder**

E-DATA sarl

September 1, 2023

