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‘Data protection policy’

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1. Introduction: UR Advisory Group is deeply committed to ensuring the protection and privacy of personal information collected and processed during the delivery of training programs. This “Data Protection Policy” delineates our approach to collecting, using, storing, and safeguarding personal data in compliance with relevant data protection laws.
2. Scope: This policy governs all personal data collected, processed, and stored by UR Advisory Group in the course of delivering training programs, encompassing data related to participants, employees, volunteers, and other stakeholders.
3. Principles of Data Protection:
 - Lawfulness, Fairness, and Transparency: Personal data will be processed lawfully, fairly, and transparently, with individuals duly informed about the processing of their data.
 - Purpose Limitation: Personal data will be collected and processed only for specified, explicit, and legitimate purposes pertaining to the delivery of training programs.
 - Data Minimization: Only necessary personal data will be collected and processed, avoiding unnecessary data collection.
 - Accuracy: Reasonable measures will be taken to ensure the accuracy and currency of personal data, with individuals encouraged to update their information as needed.
 - Storage Limitation: Personal data will be retained only for the duration necessary to fulfill the intended purposes or as mandated by applicable laws.
 - Integrity and Confidentiality: Appropriate measures will be implemented to safeguard the security and confidentiality of personal data.

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4. Types of Personal Data Collected:

- Participant Information: Names, contact details, demographics, and other pertinent information relevant to training programs.
- Employee and Volunteer Information: Names, contact details, employment history, and other essential data for personnel management.

5. Legal Basis for Processing: Personal data will be processed based on individuals' consent or as necessary for the performance of contracts or legal obligations.

6. Data Security Measures: Technical and organizational measures will be instituted to protect personal data from unauthorized access, disclosure, alteration, and destruction. Access to personal data will be restricted to authorized personnel with legitimate needs.

7. Data Sharing and Third Parties: Personal data will not be disclosed to third parties without explicit consent from individuals, except as required by law or for fulfilling contractual obligations.

8. Data Subject Rights: Individuals have the right to request access, rectification, erasure, or restriction of their personal data, and UR Advisory Group will respond to such requests in accordance with applicable data protection laws.

9. Data Breach Response: In the event of a data breach, UR Advisory Group will promptly assess the incident, mitigate the impact, and notify relevant authorities and affected individuals as required by law.

10. Training and Awareness: Training and awareness programs will be provided to employees and volunteers to ensure comprehension and adherence to this "Data Protection Policy."

11. Review and Revision: This policy will be periodically reviewed to maintain its effectiveness and relevance, with updates or revisions made as necessary and communicated to all relevant stakeholders.