Ascendant Training and Consulting Solutions LLP (hereby referred to as Ascendant™) considers the safeguarding of data protection rights as part of its corporate responsibility. As part of our operations, we need to obtain and process information that includes any offline or online data that makes a person identifiable such as names, addresses, usernames and passwords, digital footprints, photographs, social security numbers, financial data etc. Our company transparently collects this information and only with the full cooperation and knowledge of interested parties. Once this information is available to us, the following rules apply.

Our data will be:

- Accurate and kept up-to-date.
- Collected fairly and for lawful purposes only.
- Processed by the company within its legal and moral boundaries.
- Protected against any unauthorized or illegal access by internal or external parties.

Our data will not be:

- Communicated informally.
- Stored for more than a specified amoun of time.
- Transferred to organizations, states o countries that do not have adequate data protection policies.
- Distributed to any party other than the ones agreed upon by the data's owne (exempting legitimate requests from law enforcement authorities).

In addition to ways of handling the data, the company has direct obligations towards people to whom the data belongs. Specifically, we must:

- Let people know which of their data is collected.
- Inform people about how we'll process their data.
- Inform people about who has access to their information.
- Have provisions in cases of lost, corrupted or compromised data.
- Allow people to request that we modify, erase, reduce or correct data contained in our databases.

To exercise data protection, we're committed to:

- Restrict and monitor access to sensitive data.
- Develop transparent data collection procedures.
- Train employees in online privacy and security measures.
- Build secure networks to protect online data from cyberattacks.
- Establish clear procedures for reporting privacy breaches or data misuse.
- Include contract clauses or communicate statements on how we handle data.
- Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization etc.)

This policy is communicated and understood within the organization and is reviewed by management at intervals for its continuing suitability.

ASCENDANT CONSULTING AND TRAINING SOLUTIONS LLP

Deepti Thareja

Latest Review **02-June-2020**

Deepti Thareja
Chief Executive Officer

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