

## Data Protection Policy

At Navayuga Engineering Company Limited, our data will be:

- Accurate and regularly updated
- Collected fairly, transparently and for lawful purposes only
- Processed within the legal and ethical boundaries of the company
- Protected from unauthorized or unlawful access, both internal and external

Our data will not be:

- Shared informally or without consent
- Stored beyond the required retention period
- Transferred to locations without adequate data protection laws
- Disclosed to third parties without the owner's consent, unless required by law

### Rights of Data Owners

We will:

- Inform individuals what data is collected and how it is processed
- Disclose who has access to their information
- Maintain procedures for handling data loss, corruption, or compromise
- Allow modification, deletion, or correction of stored data upon request

### Security Measures

We commit to:

- Restricting and monitoring access to sensitive data
- Implementing transparent and compliant data collection processes
- Training employees on data privacy and cybersecurity
- Building secure systems to protect against cyberattacks
- Including contractual data protection clauses
- Applying physical and digital safeguards (encryption, secure locks, shredding, backups, controlled access)

### Enforcement

This policy will be publicly available on our website. Breaches will result in disciplinary action and may lead to legal proceedings.

**Date:** 08-01-2026

**Approved by CEO**

