

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

