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## Data protection policy

### Security policy and responsibilities in the company

- For Rig-tech, in addition to existing corporate objectives, the data protection goals are to be defined and documented. Data protection goals are based on data protection principles and are individually modified to suit our company.
- Determination of roles and responsibilities (e.g., representatives of Rig-tech, data protection team and operational managers)
- Commitment to continuous improvement of our data protection management system
- Training, sensitisation, and obligation of our employees.

### Legal framework in the Rig-tech

- Industry-specific legal or conduct regulations for handling personal data.
- Requirements of internal and external parties
- Applicable laws within the EU, possibly with special local regulations (Spain) GDPR <https://gdpr-info.eu/issues/personal-data/>

### Documentation

- Conducted internal inspections.
- Data protection need: determination of protection needed regarding confidentiality, integrity, and availability.

### Examples of guidelines include:

- Guideline for the rights of data subjects
- Access control
- Information classification (and handling thereof)
- Mobile devices
- Restriction of software installation and use
- Data backup
  
- Protection against malware
- Communication security
- Privacy and protection of personal information
- Supplier relationships: Noting regular inspection and evaluation of data processing.

## **The 7 principles of the GDPR.**

The principles are: Lawfulness, Fairness, and Transparency; Purpose Limitation; Data Minimisation; Accuracy; Storage Limitations; Integrity and Confidentiality; and Accountability.

The basic principles of data privacy?

Data minimisation. Accuracy. Storage limitation. Integrity and confidentiality (security)