# **ZCoordinate Solutions**



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## **Privacy Policy**

#### **Purpose of This Notice**

You have legal rights regarding the handling of your personal data. We aim to ensure that your personal data is collected, stored, and processed correctly, lawfully, and fairly. This notice outlines how we handle your personal data and your rights concerning that data. In our business activities, we collect and process personal data about clients, business contacts, suppliers, and other third parties. To comply with the law and maintain trust, we recognize the importance of treating this data correctly and lawfully. All individuals working with our business must comply with this policy.

#### **ZCoordinate's Principles for Processing Personal Data**

Fair and Lawful Processing: Personal data must be processed in a lawful, fair, and transparent manner.

**Limited Purposes:** Data should be collected for specified, legitimate purposes and not processed in a way incompatible with those purposes.

**Data Minimization:** Personal data collected must be adequate, relevant, and limited to what is necessary for the intended purpose.

Accuracy: Personal data must be accurate and kept up to date; any inaccuracies must be corrected or deleted promptly.

**Storage Limitation:** Data must not be retained longer than necessary for its processing purposes, except for archiving, research, or statistical purposes.

Rights of Data Subjects: Personal data must be processed in accordance with your rights, including:

Accessing your data.

Preventing processing for direct marketing.

Amending inaccuracies.

Objecting to processing that may cause harm.

Security: Data must be processed securely, protecting it against unauthorized access, loss, or damage.

### **Your Rights**

Under certain circumstances, you have the following rights regarding your personal data:

**Access:** Request access to your personal data to verify lawful processing.

**Correction:** Request correction of any incomplete or inaccurate information.

Erasure: Request deletion of your personal data when there is no valid reason for processing.

**Objection:** Object to processing based on legitimate interests or direct marketing purposes.

**Restriction:** Request suspension of processing your personal data.

**Transfer:** Request the transfer of your personal information to another party.

This notice ensures that you are informed about your rights and our obligations concerning your personal data.