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	Document Title: <b>DATA PROTECTION POLICY</b>	Document Code: <b>ACE/IMS/P-06-D-01</b>	
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ACE Training and Consulting has a strong commitment to the protection of data collected during auditing, training and management consultation; particularly where certain types of information about people are collected. This policy applies to all information relating to current, past or prospective employees, learners, clients and others with whom the company communicates with in the course of its operations.

This Data Protection Policy is to ensure that data is managed effectively and lawfully. The Management of ACE Training and Consulting commits itself to ensure that information relating to current, past or prospective employees, learners and clients will:

- Be obtained and processed fairly and lawfully.
- Be obtained only for one or more specified and lawful purposes and shall not be processed in any manner incompatible with that purpose or those purposes.
- Be kept secure and accurate, where necessary, kept up to date.
- Be held no longer than is necessary for the purpose(s) and will be destroyed within prescribed time limits.
- Be restricted the disclosure to those staff within the organization who have a need to access it.

The company will;

- Monitor, enforce and support Data Protection to ensure compliance with the company's Data Protection policy, and applicable legal, state and local requirements.
- Review all personnel actions on a regular basis to ensure the policy is adhered to.
- Investigate, discuss and take immediate and appropriate action on all data protection complaints, and resolve these complaints to a satisfactory conclusion.
- All staff and others who process or use any personal information must ensure that they follow these objectives at all times.

The company reserves the right to interpret, modify or revise this policy, in whole or in part, without notice.



**Mir Muzaffar Ali Khan**  
**Chief Executive Officer**

Date: 27.08.2019