



# **Data Privacy Policy**



## **1. Purpose of Policy**

**PJG is committed to protecting the privacy and security of all personal data in our possession. This document outlines PJG's data privacy practices to ensure compliance with all relevant data protection laws and regulations, safeguard individual rights, and maintain trust with our clients, employees, and partners.**

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## **2. Scope**

**This policy applies to all PJG employees, contractors, and any third-party vendors who handle personal data on behalf of PJG. This policy covers all types of personal data, including but not limited to customer information, employee records, and business contacts, whether in digital or physical format.**

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## **3. Data Collection**

**PJG collects personal data for legitimate business purposes, including:**

- **Providing and improving services**
- **Fulfilling contractual obligations**
- **Communicating with clients and partners**
- **Meeting legal and regulatory requirements**

**Data collected includes, but is not limited to:**

- **Name, contact details, and identification information**
- **Financial information, where necessary**



- **Employment-related information for PJG staff**

**Data Minimization:** PJG ensures that only necessary data is collected and used, maintaining the data only for as long as required for the purpose it was collected.

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#### **4. Lawful Basis for Processing**

**PJG processes personal data based on one or more of the following legal grounds:**

- **Consent:** Where explicit consent is required, it is obtained from the individual before processing.
  - **Contractual Necessity:** Processing is necessary to fulfill a contractual obligation with the data subject.
  - **Legal Obligation:** Processing is necessary to comply with legal obligations.
  - **Legitimate Interests:** PJG may process data where it serves our legitimate business interests, provided it does not override the individual's rights and freedoms.
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#### **5. Data Usage and Sharing**

**Personal data collected by PJG is used solely for the purposes outlined above. PJG does not sell, rent, or share personal data with third parties, except in the following cases:**

- **With consent from the data subject**
  - **With vendors or contractors working on behalf of PJG, subject to data protection agreements**
  - **To comply with legal obligations or regulatory authorities**
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## **6. Data Security**

**PJG employs technical, organizational, and administrative measures to safeguard personal data, including:**

- **Encryption of data in transit and at rest**
- **Access controls to restrict data access to authorized personnel only**
- **Regular security audits and updates to mitigate data breach risks**

**All employees and contractors are required to follow data security protocols and report any potential data breaches immediately.**

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## **7. Data Retention**

**PJG retains personal data only for as long as necessary to fulfill the purposes for which it was collected and to comply with applicable legal, accounting, or reporting requirements. Data no longer required is securely deleted or anonymized.**

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## **8. Data Subject Rights**

**Individuals whose data is held by PJG have rights under applicable data protection laws, including:**

- **Right to Access: Request access to their personal data.**
- **Right to Rectification: Request corrections to inaccurate or incomplete data.**
- **Right to Deletion (Right to be Forgotten): Request the deletion of their data under certain conditions.**
- **Right to Restrict Processing: Request restriction of data processing under specific circumstances.**



- **Right to Data Portability:** Request a copy of their data in a commonly used format.
- **Right to Object:** Object to data processing in certain situations.

Requests regarding these rights can be submitted by contacting PJG at [Insert Contact Information].

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## **9. Data Breach Response**

PJG has established procedures to handle data breaches. In the event of a data breach, PJG will:

- **Identify and contain the breach**
  - **Assess the risk and impact of the breach**
  - **Notify affected individuals and regulatory authorities within the required timeframe, as necessary**
  - **Implement corrective measures to prevent future breaches**
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## **10. Policy Review and Updates**

PJG reviews this policy annually or as needed to ensure compliance with legal, regulatory, and technological developments. Updates will be communicated to all relevant parties and posted on our official website.

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## **Contact Information**

For questions, concerns, or requests regarding this policy, please contact PJG at:

**Email:** [Insert Email Address]

**Phone:** [Insert Phone Number]

**Address:** [Insert Physical Address]



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## **Acknowledgment**

**By accessing PJG's services or interacting with our business, you acknowledge and agree to the terms outlined in this Data Privacy Policy. PJG is committed to safeguarding privacy rights and continuously enhancing our data protection practices.**