

Data Privacy Guidelines

1. Introduction

Overview of data privacy principles and commitments.

2. Data Collection

1. Types of data collected
2. Purpose of collection
3. Methods of collection

3. Data Usage

1. How data is used
2. Legal basis for processing
3. Data minimization practices

4. Data Sharing

1. Third-party disclosures
2. Data transfers
3. Partner responsibilities

5. User Rights

1. Access and correction
2. Deletion and portability
3. Opt-out mechanisms

6. Data Security

1. Security measures
2. Incident management

7. Data Retention

1. Retention periods
2. Data disposal procedures

8. Policy Updates

Process for reviewing and updating guidelines.

9. Contact Information

Details for privacy-related inquiries.