

Data Privacy Policy



Jazal Engineering and its affiliates (the "Company"), respects personal data privacy and is determined to assuring that all personal data handled by us is handled in accordance with legally compliant data protection and security standards. We acknowledge that the Company is the custodian of your personal data in connection with your employment for the purpose of data privacy. Also we confirm that we control the purposes and ways in which your personal information is used.

The Purpose

The purpose of this policy is to help us in accomplishing our data protection and data security goals by informing our candidates for employment about the personal information that we may hold about them, our clients, vendors & other third parties, and what we do with that information; highlighting the guidelines on data protection as well as the legal requirements that we fulfill when we collect, handle, process and store personal information; and ensuring that our employees understands legal requirements with responsibilities and obligations in terms of data protection and security. All Employees have individual obligation to ensure compliance with policies, managing all personal data in accordance with the guidelines outlined. Any violation of this policy will be handled severely and may result in disciplinary action ranging from warning to dismissal. Severe or deliberate violations, such as accessing Employees or clients personal data without consent or a legitimate purpose, may considered serious negligence and result in immediate dismissal. This is a policy document and not part of your employment contract. We reserve the right to change this policy at any moment.

● **What personal information is collected?**

You may be requested to submit information such as your name, e-mail address, and phone number (the "Personally Identifiable Information") for the purposes of facilitating use of Website, improving our website and services, and communicating with you.

Personal Identifiable Information identifies you. We may require your information in order to offer you with personalized or enhanced service. While we expect that you'll find it advantageous to provide Personally Identifiable Information selectively so that we can offer you with the best possible service, the extent of Personally Identifiable Information that you choose to disclose is totally up to you. Some of this information may be collected by Company to help us improve our Website and our services. For instance, we may use this information to ensure the content you request is presented in the best format. We may use your Personal Identifiable Information when you access the Company for:

1. Job Application on Website/Social Media.
2. Enquiries on Website/Social Media/other platforms.
3. Registering as a potential vendor, or a contractor.
4. Visiting any of our premises or facilities.

● **Why are cookies to be enabled?**

We may assign "cookies" to your Internet browser in order to enable certain of the Website's features. A cookie is a small text file that carries a unique identification number and is saved on your computer. When you interact with our Website, this unique identification number

instantly identifies your browser to our server computers. When you

choose to give us with Personally Identifiable Information, we may as sign cookies to our servers that uniquely identify you.

- **What data will we distribute?**

Company's policy is to maintain Personally Identifiable Information you provide us strictly for our and our affiliated businesses use only. We do not sell or share your Personally Identifiable Information to others. However, despite the fact that we use industry-standard software and hardware to secure your privacy, we shall not be held responsible for illegal access by others intruding into our database without permission.

- **What options are available for information collection, use, and distribution?**

We advise you to share information only with websites that give real value in exchange for your information and agree to appropriate privacy standards. We believe that our website is helpful to you, but it is ultimately your choice to share Personally Identifiable Information with Company. We do not sell any Personally Identifiable Information submitted on our Website to third parties, we reserves the right to use such information for any lawful purpose, including but not limited to recruitment, marketing, performance analysis, and data analysis.

- **When will the policy be revised?**

Company has the right to revise this policy at any time. When we do, we will post an announcement on our website. We also reserves the right to send registration confirmations, Service Alerts, and similar communications to our users in order to notify them of particular changes that may effect their ability to use our Website, regardless of their e-mail contact opt-in status.

- **Does Company use web analytics?**

Yes, our website incorporates Google Analytics, a third-party service, to analyze web traffic data on the Company's behalf. The collected data is not shared with any third party. Only non-identifiable web traffic information is gathered and analyzed in order for you to fully enjoy your visit and browsing experience, including IP address, search keyword, Geo location, OS /Browser, date and time, referral website and pages accessed.

- **How does company manage data security?**

We use best devices for handling data, we value them and add best effort to secure them, mostly stored in cloud by storing data with minimal access rather than any physical storage. All files stored in cabinets are locked and computers are provided with strong passwords monitored timely. Copies of personal information, whether on paper or on any physical storage device are physically destroyed when they are no longer needed. Paper documents are shredded and CDs or memory sticks or similar must be rendered permanently unreadable. All servers containing sensitive personal data are protected by security software.

- **Whom will i contact incase of questions, feedback, or complaints?**

Questions regarding this Privacy Policy should be submitted via e-mail to info@jazalec.com If we have not responded to your inquiry in a timely manner or your inquiry has not been satisfactorily

addressed, please contact us at +971 4 361 7322 and request to speak with the IT Administrator.