

Data Protection Policy

Sotravic Limitee

The aim of the Data Protection Policy is to provide a concise and practical document that can be used at Sotravic Limitee including its subsidiaries and affiliated entities (“the Group”). The Data Protection Policy provides the foundation of the data privacy practices regarding the processing of personal and sensitive data.

Date Policy Prepared	9 September 2020
Date Policy Approved by the Board / Management	15 September 2020
Date Policy became Operational	15 September 2020
Date of next review	15 September 2021

Introduction

Sotravic Limitee, a company registered under the law of Mauritius and having its registered office at Industrial Zone, La Tour Koenig, Mauritius, collects, uses, assesses, processes, stores, amends and transfers personal data in order to adopt and conduct the core business operations as required under their operating licensing requirements. Structured and unstructured data is processed by the Group on customers, clients, contractors, suppliers, business contacts, employees, and third-party stakeholders with which a business relationship is formed and created.

The Data Protection Policy ensures that the Group (Appendix 1):

- Complies with the data protection laws and regulations;
- Adopts and embeds a culture of data privacy best practices;
- Protects the rights of employees, customers, clients, contractors, partners and third-party stakeholders;
- Adopts a transparent approach in how it accesses, stores and processes individual information; and
- Protects itself from the risk of a data breach.

Scope

The Data Protection Policy is applicable to all the employees of the Group and consultants affiliated with third party stakeholders accountable and responsible for designing and operating the internal and external controls that protect the integrity, confidentiality and availability of the Group business data (structured and unstructured) and data locations (internal and external).

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