

DATA PROTECTION & PRIVACY POLICY

Protection of Personal Data and Confidential Information

Issued by	PROTEC GmbH
Applicable for	Office-Based Operations with On-Premise Infrastructure
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1. Purpose

PROTEC GmbH is committed to protecting personal data, confidential business information and privacy rights in accordance with applicable data protection laws, including the General Data Protection Regulation (GDPR) where applicable.

2. Data Protection Principles

PROTEC GmbH processes personal data according to the principles of lawfulness, fairness, transparency, purpose limitation, data minimization, accuracy, storage limitation, integrity, confidentiality and accountability.

3. On-Premise Data Management

Business applications and data are primarily stored locally within controlled office infrastructure. Critical and sensitive data is stored on-premise wherever practical, and public cloud storage for confidential or critical information is avoided.

4. Collection and Use of Personal Data

PROTEC GmbH may process personal data relating to employees, customers, suppliers, applicants and business partners only for authorized business purposes or legal obligations.

5. Confidentiality and Access Control

Access to personal and confidential information is restricted to authorized individuals with a legitimate business need. Employees must handle information securely and prevent unauthorized disclosure.

6. Data Sharing and Third Parties

Personal and confidential data is not disclosed to unauthorized third parties. Where external service providers are used, appropriate confidentiality and data protection obligations apply.

7. Data Breach and Retention

Suspected data breaches must be reported immediately. Personal data is retained only as long as necessary for business, contractual or legal requirements and disposed of securely when no longer required.