



Privacy and Data Protection Policy

Purpose

This policy describes the compliance framework that applies to Integrated Engineering & Technology LLC (IET) processing of personal information associated with its workforce, clients, project beneficiaries and other stakeholders.

In an increasingly digital and connected world, we are determined to maintain the trust and confidence of every individual whose personal information we collect, access, analyse or process in some other way.

Commitment

IET is committed to meeting its legal obligations under privacy and data protection laws and respecting the rights of the individuals whose personal information we process.

We also recognise the increasing emphasis placed by our clients on privacy and data protection issues and ensure that our services and operations support their processing of personal information in a secure and legally compliant manner.

When processing personal information, IET adopts a 'data protection by design and default' approach and adheres to the principles: lawfulness, fairness and transparency; purpose limitation; data minimisation; accuracy; storage limitation; integrity and confidentiality; and accountability.

We recognise the need to comply with the obligations of applicable laws in the jurisdictions where we operate.

Responsibility

The General Manager is accountable for the IET's compliance with privacy and data protection laws, responsible for this policy and for its effective implementation.

The Head of ICT is responsible for overseeing the implementation of measures that support compliance with privacy and data protection requirements across our IT applications, systems, and networks.

Process owners are responsible for monitoring and reviewing compliance with privacy and data protection requirements within their operations. Also responsible for promoting compliance and advising colleagues on the implementation of privacy and data protection requirements.

All staff must comply with the requirements of our privacy and data protection compliance framework and complete privacy and data protection training on an annual basis.

Approach

Our approach to processing personal information across our operations is intended to maintain compliance applicable privacy and data protection laws that apply in the jurisdictions where we operate. This includes the creation of comprehensive records of processing and the use of legally compliant mechanisms to facilitate cross-border transfers of personal information.

Our integrated management system conforms to ISO 9001 and ISO 27001 defines the requirements and processes that enable us to manage personal information securely and in accordance with privacy and data protection laws.

As well as specific legal requirements, our approach to the processing of personal information is guided by our ethics policy, Code of Conduct and Values.

A handwritten signature in blue ink, appearing to read 'Hamed Nasser Hamed Al Hinai'.

Hamed Nasser Hamed Al Hinai
Director and Board Member
01-Nov-2024