



INTELLECTUAL
PROPERTY
SERVICES

Privacy Policy

CYVAL is committed to safeguarding the privacy of personal information provided to or collected by our company during the course of business according to GDPR rules by:

- Maintaining record of GDPR related activities.
- Using a customized in-house system for storing and processing the minimum required information as per the principle of *data minimization*.
- Retaining data for a specific maximum period of time.
- Recycling inactive paper files and disposing hardware securely.
- Allowing access to records (electronic and hard copy) only to authorized personnel on a need-to-know basis.
- Restricted and supervised access to the company's premises.
- Using regularly updated IT security systems, including but not limited to firewall, anti-virus software, confidential access codes and disabling the use of removable media, such as CDs, DVDs and USB sticks.
- Implementing binding NDAs for our staff and continued training with regard to the confidentiality of personal data.