



ISO 9001:2015 certified company

## Himalayan Safety Solution Nepal Pvt. Limited

Regd.: - 185079/074/75

Vat No.: - 606765116

### DATA PROTECTION POLICY

Himalayan Safety Solution Nepal Pvt. Ltd. is committed to protecting all personal and sensitive data belonging to **employees, clients, students, and third parties** in accordance with national regulations and international best practices.

#### Policy Objectives

- Ensure the **secure collection, storage, use, and disposal** of personal data
- Prevent unauthorized access, alteration, or disclosure of information
- Promote transparency and accountability in the handling of personal information

#### Scope

This policy applies to **all employees, contractors, and partners** involved in the collection or processing of personal data within the organization.

#### Key Principles

- **Lawful and Fair Processing:** Data is collected and used only for legitimate purposes and with consent.
- **Data Minimization:** Only the data necessary for operational purposes is collected.
- **Accuracy:** Personal data must be kept accurate and up to date.
- **Confidentiality and Security:** Appropriate technical and administrative measures are in place to protect data.
- **Retention and Disposal:** Data is retained only as long as necessary and disposed of securely.
- **Rights of Individuals:** Individuals have the right to access, correct, or request deletion of their personal information.

Any breach of this policy will result in **disciplinary measures and/or legal action** in accordance with applicable laws.



**Deepak Lamichhane**  
Managing Director

**Date:** 15<sup>th</sup> august 2025

**Kathmandu, Nepal**



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