



This Privacy Policy relates to all data collected by Layer 8 Security's interactions with our clients, suppliers, contractors, and staff. By providing any personal information, you consent to the collection, our practices in relation to the way in which we store, and handle and the use and disclosure of, your personal information held by us, or under our control, as described in this Privacy Policy.

Introduction

This policy outlines our approach to the recording, release and retention of information. We recognize and respect everyone's right to privacy, dignity and confidentiality in all aspects of their life. Recognition is given to the fact that our client records are commercially sensitive, confidential and legal documents which are an integral component of our service delivery to our clients.

Purpose

It is Layer 8 Security's, our staff and contractor's duty to provide quality services to our clients. The acquisition and retention of relevant client information is essential to fulfilling this commitment. It is the right of our clients to have their confidentiality and privacy respected. The purpose of this policy is to ensure that a high standard of information acquisition and recording is achieved. Client confidentiality and privacy are respected and that written and spoken information is protected from access and use by any unauthorised persons.

Policy

1. Information about clients whether they are individual, corporation or government entity, that are required for service delivery will be sought with written consent.
2. For each client, Layer 8 Security will:
 - Create individual records;
 - Encrypt the storage of the data;
 - Ensure the confidentiality and Integrity of the data; and
 - Accurately record all relevant document changes.
3. Purpose of client records
 - To ensure the existence of an adequate information base to facilitate the identification, implementation and delivery of quality services.
 - To maintain documentation of a legally acceptable standard.
 - To maintain records about each client and the services provided.
 - To provide information for reporting purposes.
4. Access to client records
 - As all client information is confidential, all client records will be stored in a secure vault at all times.
 - Only authorized staff and contractors will have controlled access to client information/records.
 - Client records are the property of Layer 8 Security, however, clients may have supervised access to their own records following written a request, either by mail or electronically, and authorisation by an executive of the company.
5. Disclosure of client Information
 - Information contained in a client's record will only be disclosed with the written consent of the client, specifying the information that is to be released, except for non-identifying data required by funding bodies and by government departments for planning purposes.
 - Layer 8 Security is obliged to disclose information about a client, with or without the client's consent,

where prescribed as a legal requirement.

6. Record retention period

The retention period of our company's client records are as follows:

- Data, electronic and paper based, will be retained for the duration of the contract.
- A single copy of Layer 8 Security's computer record detailing basic information about the client and relevant details of service delivery will be retained in a secure environment as a permanent service record.

7. Client record disposal

- Following the expiration of the appropriate data retention period, the paper file will be shredded under secure conditions.
- All electronic data will be securely destroyed except for a single copy of Layer 8 Security's electronic record detailing basic information about the client and relevant details of service delivery which will be retained in a secure environment as a permanent service record.

8. Privacy Policy Updates

- We reserve the right to amend our Privacy Policy if further privacy legislation and/or self-regulatory codes are introduced, or if we make any changes to the way we collect, use, dispose or disclose of personal information. These amendments will take effect from the time of amendment and we remind and encourage you to check back from time to time for any amendments.