



## **KONSUMEA - FZCO**

DSO – IFZA, IFZA Properties, Dubai Silicon Oasis, Dubai, United Arab Emirates

# **Personal Data Protection Policy**

## **1. Purpose**

Konsume – FZCO (“the Company”) is committed to protecting the personal data of its clients, employees, and business partners in compliance with the UAE Federal Decree-Law No. 45 of 2021 on the Protection of Personal Data and applicable free zone regulations. This policy sets out the principles and measures adopted to ensure lawful, fair, and transparent processing of personal data.

## **2. Scope**

This policy applies to all personal data collected, processed, stored, or transferred by Konsume – FZCO in the course of providing incorporation & entity management, visa & immigration, accounting, tax reporting, and payroll services.

## **3. Data Processing Principles**

The Company ensures that personal data is:

- Collected lawfully and transparently for specified and legitimate business purposes.
- Limited to what is necessary in relation to the purposes of processing.
- Accurate and kept up to date, with reasonable steps taken to rectify inaccuracies.
- Stored only as long as necessary, in line with statutory retention requirements.
- Protected against unauthorized or unlawful processing, loss, or damage through appropriate technical and organizational measures.

## **4. Lawful Basis for Processing**

Personal data is processed only where a lawful basis exists, including:

- Performance of contractual obligations with clients or employees.
- Compliance with UAE legal and regulatory requirements (e.g., FTA, MOHRE, free zone authorities).
- Legitimate business interests, provided such interests do not override data subject rights.
- Consent of the data subject, where required.

## **5. Data Subject Rights**

Individuals have the right to:

- Access their personal data held by the Company.
- Request rectification or erasure of inaccurate or outdated data.
- Restrict or object to certain processing activities, where legally applicable.
- Withdraw consent for processing (where consent is the basis).



Requests may be submitted by contacting the Company at [connect@konsumea.com](mailto:connect@konsumea.com).

## **6. Data Sharing & Transfers**

Personal data may be shared with government authorities, regulators, auditors, and trusted third-party service providers strictly for legitimate business and compliance purposes. Data transfers outside the UAE are performed only where adequate safeguards are in place, in compliance with the PDPL.

## **7. Security Measures**

The Company implements appropriate administrative, technical, and physical safeguards to protect personal data, including:

- Access controls and authentication measures.
- Encryption of data, where applicable.
- Secure storage and restricted access to sensitive information.
- Regular review of IT security and compliance measures.

## **8. Data Retention**

Personal data is retained only for as long as required to fulfill contractual, legal, and regulatory obligations, after which it will be securely deleted or anonymized.

## **9. Responsibilities**

All employees handling personal data must comply with this policy. The Company's management is responsible for monitoring compliance and ensuring continuous improvement of data protection practices.

## **10. Contact**

For questions or to exercise data subject rights, please contact:

Konsumea – FZCO

Email: [connect@konsumea.com](mailto:connect@konsumea.com)

Address: DSO – IFZA, IFZA Properties, Dubai Silicon Oasis, Dubai, United Arab Emirates