

## Ensuring Fair and Transparent Processing of Personal Information

### Fair and Transparent Processing

BeData Solutions is committed to ensuring the fair and transparent processing of personal information. We have implemented several measures to uphold these principles:

- **Data Protection Policies:** We have established robust data protection policies that outline how personal information is collected, used, and protected. These policies are aligned with relevant data protection regulations such as GDPR and CCPA.
- **Privacy Notices:** We provide clear and concise privacy notices to inform individuals about the types of data we collect, the purposes for processing, and their rights concerning their personal data.
- **Consent Management:** We use a consent management platform (e.g., OneTrust) to obtain and manage user consents for data processing activities. This ensures that individuals have control over how their data is used.
- **Training and Awareness:** Our employees receive regular training on data protection and privacy practices to ensure they handle personal information in compliance with our policies and regulations.

### Ensuring Data Accuracy and Currency

#### Maintaining Accurate and Up-to-Date Data

To ensure that personal data remains accurate and up-to-date, we have implemented the following practices:

- **Regular Data Reviews:** We conduct periodic reviews of our data to identify and correct any inaccuracies. This includes validating data with its sources and updating records as necessary.
- **User Access:** We provide users with access to their personal data through our platforms, allowing them to review and update their information as needed.
- **Data Quality Checks:** We use automated tools and processes to perform data quality checks and flag discrepancies or outdated information.
- **Feedback Mechanisms:** We encourage users to report any inaccuracies or outdated information, which we promptly address to ensure data accuracy.

### Due Diligence on Suppliers

#### Supplier Due Diligence

We undertake thorough due diligence on our suppliers to ensure they meet our data protection and privacy standards:

- **Supplier Assessments:** We assess potential suppliers for their data protection practices and compliance with relevant regulations. This includes reviewing their data handling procedures, security measures, and privacy policies.
- **Contracts and Agreements:** We establish data processing agreements (DPAs) with our suppliers that outline their responsibilities for data protection and compliance. These agreements include clauses on data security, breach notification, and data handling practices.
- **Ongoing Monitoring:** We regularly monitor our suppliers' compliance with our data protection requirements through audits and reviews. We also stay informed about any changes in their data handling practices.
- **Risk Management:** We perform risk assessments to identify and mitigate any potential risks associated with our suppliers' data processing activities.

### **Notification of Data Collection**

#### **Steps for Notifying Individuals**

We and our suppliers take the following steps to notify individuals of the collection of their personal data:

- **Privacy Notices:** We provide privacy notices at the point of data collection that explain what data is being collected, the purpose of collection, and how it will be used.
- **Transparent Communication:** We use clear and accessible language in our communications to ensure that individuals understand how their data will be processed.
- **Consent Requests:** When applicable, we seek explicit consent from individuals before collecting their personal data. This is done through opt-in mechanisms and consent forms.
- **Supplier Notifications:** Our suppliers are required to follow similar practices for notifying individuals about data collection. We ensure that their notification practices are aligned with our own standards through contractual agreements and regular reviews.

For any additional questions or concerns about our data protection practices, please contact us:

#### **Contact Information**

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