

IOTECH SOFTWARE	PERSONAL DATA STORAGE AND DESTRUCTION POLICY	Doc. Number	POL.15
		Release Date	02.01.2024
		Rev. Number	00
		Rev. Date	--

Personal Data Storage and Destruction Policy

1. Purpose

This policy defines the principles and practices of IOTECH Software, Industry and Trade Inc. regarding the storage and destruction of personal data.

2. Scope

This policy covers personal data processed within the scope of all activities of IOTECH Software, Industry and Trade Inc.

3. Fundamental Principles

IOTECH Software, Industry and Trade Inc. adheres to the following fundamental principles in the storage and destruction of personal data:

- **Compliance with Law and Integrity:** Personal data is stored and destroyed in compliance with the law and integrity rules.
- **Time Limitation:** Personal data is retained for the duration necessary for the purpose for which it was processed.
- **Confidentiality:** Personal data is processed in accordance with the principle of confidentiality during storage and destruction processes.
- **Security:** Personal data is protected with security measures during storage and destruction processes.

4. Storage of Personal Data

IOTECH Software, Industry and Trade Inc. retains personal data for the duration necessary for the purpose for which it was processed. The retention period for personal data is determined based on the relevant legislative provisions and the nature of the processed personal data. When storing personal data, IOTECH Software, Industry and Trade Inc. considers the following:

- Personal data is stored in a manner that is accessible only to authorized personnel.
- Personal data is protected against unauthorized access, use, disclosure, alteration, or destruction.
- Personal data is secured through technical and administrative measures.

IOTECH SOFTWARE	PERSONAL DATA STORAGE AND DESTRUCTION POLICY	Doc. Number	POL.15
		Release Date	02.01.2024
		Rev. Number	00
		Rev. Date	--

5. Destruction of Personal Data

IOTECH Software, Industry and Trade Inc. destroys personal data in accordance with the relevant legislative provisions when the reasons for processing no longer exist. The destruction of personal data is carried out using the following methods:

- **Physical Destruction:** Personal data is destroyed by physically destroying it. This method is used in cases where physical destruction of personal data is appropriate.
- **Anonymization:** Personal data is destroyed by anonymizing it. This method is carried out using techniques that allow for the anonymization of personal data.

When destroying personal data, IOTECH Software, Industry and Trade Inc. considers the following:

- Personal data is destroyed in a manner that is accessible only to authorized staff.
- Personal data is protected against unauthorized access, use, disclosure, alteration, or destruction.
- The destruction of personal data is secured through technical and administrative measures..

6. Changes

This policy may be amended by IOTECH Software, Industry and Trade Inc. if it is necessary. Changes to the policy will be announced to the relevant parties by being published on IOTECH Software, Industry and Trade Inc.'s website.

IOTECH Software, Industry and Trade Inc.