CYLINDER WORKS LIMITED

DATA PROTECTION POLICY

Cylinder Works Limited is committed to ensuring the privacy and security of personal data in compliance with applicable data protection laws and regulations. This policy outlines our responsibilities and principles regarding the collection, processing, storage, and management of personal information. The policy applies to all employees, contractors, and third parties who handle personal data on behalf of Cylinder Works Limited.

Cylinder Works Limited is dedicated to protecting the personal data entrusted to us. We commit to:

- Collecting and processing only the minimum necessary personal data, strictly for legitimate business purposes.
- Ensuring personal data is processed fairly, transparently, and in a manner that respects individuals' rights.
- Maintaining accurate, complete, and up-to-date personal information, with corrections made promptly upon notification.
- Storing personal data securely, with robust technical and organizational measures to prevent unauthorized access, loss, or destruction.
- Limiting data retention to the period necessary for business and legal purposes, followed by secure disposal of the information.
- Respecting data subjects' rights, including access, correction, and deletion requests, in accordance with legal requirements.
- Conducting regular audits and assessments to ensure compliance with data protection laws and policies.
- Promptly reporting and responding to any data breaches to minimize risk and ensure regulatory compliance.
- Working with trusted third-party providers who commit to data protection standards aligned with Cylinder Works Limited's policy.

Compliance and Enforcement

All employees, contractors, and third-party partners must adhere to this Data Protection Policy. Violations may result in disciplinary action, including termination of employment or contractual arrangements. Any questions or concerns regarding this policy should be directed to Cylinder Works Limited's management.

This policy shall be reviewed on an annual basis.

Approved By:

Michael Njoroge,
MD, Cylinder Works Limited.

CYLINDER WORKS LTD.
P.O. Box 591 - 00232
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Document No:	Revision	Last Revision Date	Next Revision Date
CWL/HSE/DPP/026	005	11th February 2026	11th February 2027