



Health & Safety Management System

Effectivity Date:
30 March, 2015

Reviewed Date:
07 January, 2024

Document Title:

PRIVACY POLICY

Document Code:
ADRI-SYS-PO-006

Rev. No.
10

Page No.
1 of 1

PRIVACY POLICY

Al Dhafra Recycling Industries LLC are committed to protecting the privacy of all individuals. Any information from which an individual's identity is apparent or can be reasonably ascertained, such as a person's name or contact details, will be protected by the principles outlined in this Privacy Policy.

To deliver our commitment, we will:

- ❖ Communicate the ADRI Privacy Policy to all employees, companies and contractors performing services for us, to ensure they are aware of their requirement to comply with our privacy principles;
- ❖ Ensure lawful, fair and unobtrusive means are used to only collect personal information that is necessary for our business purposes;
- ❖ Collect sensitive information only with the individual's consent;
- ❖ Not disclose any personal information to any unrelated third party, except with the individual's consent or where we are required by law to do so;
- ❖ Dispose of personal information in a secure manner when we have no further need for it or are required by law to do so;
- ❖ Ensure only authorised personnel who have agreed to confidentiality have access to personal information;
- ❖ Strive to keep personal information up to date and accurate;
- ❖ Allow all individuals to access their personal information and provide written notification of any change, modification or correction;
- ❖ Periodically review and revise this Privacy Policy to maintain its relevance
- ❖ Authorizing and signing the Policy by Top Management.

Talal Tabbakh
General Manager