

UPTECH GDPR COMPLIANCE POLICY

1. Data Subject Rights

GDPR compliance requires data subjects to be granted certain rights. What follows are those rights relevant to the collection, processing, and storage of personal data on www.ukpaktech.org.uk:

- **Right to Access** — Data subjects reserve the right to request and obtain confirmation that data is or is not being collected on them. This data can be manually requested via info@ukpaktech.org.uk and provided in an electronic format free of charge.
- **Right to Be Forgotten** — Should data subjects wish to withdraw their consent and no longer allow UPTECH to store their personal data, this request can be made via info@ukpaktech.org.uk.
- **Data Portability** — Data subjects are able to request, obtain, and/or transfer possession of collected data at any time, provided in an electronic format free of charge.
- **Breach Notification** — Should UPTECH encounter a breach of personal data, a notification will be made within 72 hours of becoming aware of the breach.

2. Your Rights Under UK Data Protection Law

Under UK data protection law, you have certain rights over the personal information that we hold about you:

- **Right of Access** — You have a right to request access to the personal data that we hold about you. You also have the right to request a copy of the information we hold about you.
- **Right to Correction** — We shall update, archive or securely delete information if it goes out of date. You have the right to have inaccurate or incomplete information corrected.
- **Right to Restrict Use** — You have a right to ask us to restrict the processing of some or all your personal information if there is a disagreement about its accuracy.
- **Right of Erasure** — You may ask us to delete some or all your personal information and in certain cases, we will do so as far as we are required to.
- **Right to Portability** — If we are processing your personal information based on your consent, or in order to carry out a contract with you, you may ask us to provide it in a machine-readable format.
- **Right to Object** — You have the right to object to processing where we are using your personal information based on legitimate interests, for direct marketing, or for statistical/research purposes.

To exercise any of the above rights, please email us at info@ukpaktech.org.uk and clearly state in the email subject line: RIGHTS REQUEST. We will endeavour to respond fully to all requests within 10 working days.

3. Lawful Processing

Data protection law requires us to rely on one or more lawful grounds to process your personal information:

- **Performance of a Contract** — Where we are entering into a contract with you or performing our obligations under it.
- **Legal Obligation** — Where necessary to comply with a legal or regulatory obligation to which we are subject.
- **Legitimate Interests** — Where reasonably necessary to achieve our legitimate interests as a B2B strategic networking organisation.
- **Specific Consent** — Where you have provided specific consent to us using your personal information in a certain way.

4. Data Retention

We keep your information for no longer than is necessary for the purposes it was collected for:

- Members: Through the contract period & up to 24 months after
- Prospects: Up to 24 months from last contact
- Statutory Board Members: Whilst serving and up to 6 months after term
- Advisory Board Members: Whilst serving and up to 6 months after term
- Stakeholders: Whilst serving and up to 6 months after term
- Suppliers: Through the contract period & up to 24 months after

5. Security Measures

UPTECH uses reasonable measures to safeguard personal information. We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

6. Contact

For any questions about this GDPR Policy or to exercise your rights, please contact:

UK-Pakistan Technology Council (UPTECH)

134-136 Westbourne Terrace, London, W2 6QB, United Kingdom

Email: info@ukpaktech.org.uk