

# Information Protection & Security Policy

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Studdia is committed to protecting the confidentiality, integrity, and availability of the information it collects, stores, transfers, and processes in accordance with applicable EU and Estonian laws and international best practices.

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# Information Protection and Security Policy



**Effective Date: March 27th, 2024**

## 1. Introduction

For the purposes of this document, 'Studdia Live OÜ' shall henceforth be referred to as 'Studdia'.

Studdia is committed to protecting the confidentiality, integrity, availability, and resilience of the information it collects, stores, transfers, and processes in accordance with applicable EU and Estonian laws and international best practices.

## 2. Scope

This policy applies to all employees, contractors, third-party partners, and anyone with access to Studdia's information systems, data, and assets.

## 3. Policy Statement

### 3.1. Information Classification

Studdia classifies information into the following categories:

- **Confidential Information:** Sensitive data that requires the highest level of protection, including personal information of customers and employees, financial data, and proprietary business information.
- **Internal Use Information:** Data for internal use, not intended for public disclosure but not as sensitive as confidential information.
- **Public Information:** Data intended for public access, such as marketing materials and non-sensitive information.

### 3.2. Data Protection Principles

Studdia adheres to the following principles to protect information:

- **Confidentiality:** We ensure that confidential information is only accessible to authorized individuals for legitimate business purposes.
- **Integrity:** We maintain the accuracy and consistency of data throughout its lifecycle.
- **Availability:** We ensure that information is available to authorized users when needed.

## Information Protection and Security Policy

### 3.3. Access Control

Access to information is granted based on the principle of least privilege. Only authorized personnel have access to the information necessary for their job functions.

### 3.4. Data Protection Responsibilities

- Employees, contractors, and partners are responsible for safeguarding information they access or handle.
- Studdia designates a Data Protection Officer (DPO) responsible for overseeing information protection and security compliance.

### 3.5. Data Breach Response

Studdia has established a data breach response plan to detect, assess, and report data breaches promptly. In the event of a data breach, affected parties will be notified as required by law.

### 3.6. Compliance with Laws

Studdia complies with all relevant EU and Estonian laws and regulations regarding information protection and security.

### 3.7. Training and Awareness

Employees and contractors receive training and awareness programs to stay informed about information protection and security best practices.

## 4. Data Retention

Studdia commits to not keeping personal information for longer than necessary to align with data protection principles.

## 5. Rights of Individuals

Studdia explicitly mentions that individuals have the right to exercise their rights concerning their personal information, including the right to complain if they believe their information has been mishandled.



## Information Protections and Security Policy

### **6. International Data Transfers**

Studdia addresses the protection of individuals' rights and freedoms when personal information is transferred to countries with differing data protection laws, as per EU regulations.

### **7. Review and Revision**

This Information Protection and Security Policy will be reviewed and revised regularly to adapt to changing threats and legal requirements.

### **8. Contact Information**

If you have any questions or concerns regarding this policy, please contact our Data Protection Officer at [info@studdia.live](mailto:info@studdia.live) or use our contact form on [www.studdia.live](http://www.studdia.live)

**March 27th, 2024**



# Information Protections and Security Policy

Name: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby acknowledge that I have read, understood, and agree to comply with Studdia's Information Protection and Security Policy.

I understand that this policy outlines Studdia's commitment to protecting the confidentiality, integrity, and availability of information, and it is essential for maintaining the security of our data and the privacy of individuals.

I agree to adhere to the principles and guidelines outlined in the Information Protection and Security Policy. I acknowledge my responsibility to safeguard information, follow access control measures, and protect the rights and freedoms of individuals whose data we handle.

I am aware of my rights as outlined in the policy, including the right to raise concerns or report any actual or suspected breaches of information security. I understand the importance of not keeping personal information for longer than necessary and respecting the rights of individuals, especially regarding international data transfers.

I commit to participating in training and awareness programs provided by Studdia to stay informed about best practices in information protection and security.

I understand that failure to comply with this policy may result in disciplinary actions in accordance with company policies and applicable laws.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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