



Gabriel Registrar Certificate Issuing Services LLC (GRCIS) takes your privacy very seriously and is committed to protecting your privacy. This privacy notice or policy is intended to set out your rights and answer any queries you may have about how we collect, use, disclose, and protect your personal information in connection with our services.

Our personal data handling policy and procedures have been developed in line with the data protection laws that apply to us in the countries in which we offer our services, in particular the EU General Data Protection Regulation ((EU) 2016/679) (the "EU GDPR") and the below listed UAE Govt. applicable data privacy laws as these laws establish the most expansive data protection obligations.

Section 1.01 Applicable UAE laws

(a) Privacy Notice - General users and clients:

The Personal Data Protection Law, Federal Decree Law No. 45 of 2021 regarding the Protection of Personal Data, constitutes an integrated framework to ensure the confidentiality of information and protect the privacy of individuals in the UAE. It provides a proper governance for data management and protection and defines the rights and duties of all parties concerned.

(b) Data and privacy protection:

- a) Law Data Protection Law, DIFC Law No 5 of 2020- Dubai International Financial Centre.
- b) Protection of Health Data and Information Federal Law No. 2 of 2019 Concerning the Use of Information and Communication Technology (ICT) techniques.
- c) Protecting Data and Privacy online
- d) Law on combatting rumours and cyber crimes
- e) Federal Decree Law No. 34 of 2021 on Combatting Rumours and Cybercrimes
- f) Internet Access Management (IAM) policy
- g) Telecommunications and Digital Government Regulatory Authority (TDRA) implements the Internet Access Management (IAM) policy in the UAE.
- h) Electronic Transactions and Trust Services law
- i) Dubai Data law

The law regulates the validity of electronic documents and boosts the legal value of digital signature and the level of its security. It provides provisions for e-Transactions, the way e-Documents should be stored, saved, sent, and received to be valid.

Section 1.02 Personal data that we collect

We may collect personal information from you like your name, email address, phone numbers as part of the registration process. As part of GRCIS's recruitment process, we may also collect information from the applicant like contact information, nationality, age, academic qualifications, Resume/ experience certificates, reference letters, employment history , remuneration, benefits, dependents and beneficiary information.



a) Use of your personal data

GRCIS may use your personal data for the following purposes:

- i. To provide and maintain our Service, including monitoring the usage of our Management System Certification Service.
- ii. For the performance of a contract: The development, compliance and undertaking of the purchase contract for the services you have purchased or of any other contract with us through the service.
- iii. To contact You: To contact you by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as a mobile application's push notifications regarding updates or informative communication related to the functionalities, contracted services, including the security updates, when necessary or reasonable for their implementation.
- iv. To manage Your requests: To attend and manage your requests to us.
- v. For business transfers: We may use your information to evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which Personal Data held by us about our service users is among the assets transferred.
- vi. For other purposes: We may use your information for other purposes, such as data analysis, identifying usage trends, samples testimonial, determining the effectiveness of our promotional campaigns, brochure, profile, and to evaluate and improve our service, marketing and your experience.

Section 1.03 Sharing your personal data

We may share your personal information in the following situations:

- a) With Service Providers: We may share your personal information with service providers to monitor and analyze the use of our service, to contact you.
- b) With Affiliates: We may share your information with our affiliates, in which case we will require those affiliates to honor this Privacy Policy. Affiliates include joint venture partners or other companies that We control or that are under common control with us.
- c) With business partners: We may share your information with our business partners to offer you certain services or promotions.
- d) With other users: when you share personal information or otherwise interact in public areas with other users, such information may be viewed by all users and may be publicly distributed outside.
- e) With Your consent: We may disclose your personal information for any other purpose with your consent.



Section 1.04 Disclosure of Your Personal Data

a) Law enforcement

Under certain circumstances, **Gabriel Registrar Certificate Issuing Services LLC (GRCIS)** may be required to disclose your personal data if required to do so by law or in response to valid requests by public authorities (e.g. Accreditation Body, Accreditation Members, a court or a Government Agency).

b) Other legal requirements

Gabriel Registrar Certificate Issuing Services LLC (GRCIS) may disclose your personal data in the good faith belief that such action is necessary to:

- a) Comply with a legal obligation
- b) Protect and defend the rights or property of the Company
- c) Prevent or investigate possible wrongdoing in connection with the service
- d) Protect the personal safety of users of the service or the public
- e) Protect against legal liability
- f) Security of your personal data

The security of your personal data is important to us and we strive to use commercially acceptable means to protect your personal data against unauthorized access, use and disclosure of information. But remember that no method of transmission over the internet, or method of electronic storage is 100% secure.

Section 1.05 Retention of Your Personal Data

GRCIS will retain your data for a period of 6 years to provide our services, comply with legal obligations, resolve disputes if any and enforce our agreements.

a) Your rights

You have the right to access, update, and delete your personal information. You have the right to be informed of how we use your information. You may also object to our processing of your personal information, or request that we restrict our processing of your personal information. You also have the right to lodge a complaint about how we handle or process your data. To exercise these rights, you can contact us at: technical@gabrielregistrar.com

b) Changes to privacy policy

GRCIS will update this privacy policy to comply with applicable laws from time to time. We will notify you when we make changes to this privacy policy or post a note on our website. You may refer to the last updated date by referring to the date at the bottom of this document.

Contact us

If you have any queries about this Privacy Policy, please contact us at: technical@gabrielregistrar.com

Policy Approved & Signed by:

Mr. George M,

Certification Manager,



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