

# Corporate Data Protection Policy

Information Type: public  
Company: NTT DATA Business Solutions AG  
Information Owner: Corporate Data Protection Officer

## Contents

<b>1.</b>	<b>Change History.....</b>	<b>3</b>
<b>2.</b>	<b>General.....</b>	<b>4</b>
<b>2.1</b>	<b>Purpose .....</b>	<b>4</b>
<b>2.2</b>	<b>Responsibilities.....</b>	<b>5</b>
<b>2.2.1</b>	<b>Management Board and Local Management.....</b>	<b>5</b>
<b>2.2.2</b>	<b>Corporate Data Protection Officer.....</b>	<b>5</b>
<b>2.2.3</b>	<b>Local Data Protection Coordinators .....</b>	<b>6</b>
<b>2.2.4</b>	<b>Data Protection Network .....</b>	<b>7</b>
<b>2.3</b>	<b>Scope of Application .....</b>	<b>8</b>
<b>2.4</b>	<b>Definitions and Abbreviations .....</b>	<b>8</b>
<b>2.4.1</b>	<b>Definitions.....</b>	<b>8</b>
<b>2.4.2</b>	<b>Abbreviations .....</b>	<b>9</b>
<b>2.5</b>	<b>Other Applicable Documents.....</b>	<b>9</b>
<b>3.</b>	<b>Data Protection Requirements .....</b>	<b>10</b>
<b>3.1</b>	<b>Data Protection Principles .....</b>	<b>10</b>
<b>3.1.1</b>	<b>Lawfulness of Processing.....</b>	<b>10</b>
<b>3.1.2</b>	<b>Privacy by Design .....</b>	<b>10</b>
<b>3.1.3</b>	<b>Transparency.....</b>	<b>11</b>
<b>3.1.4</b>	<b>Purpose Limitation.....</b>	<b>11</b>
<b>3.1.5</b>	<b>Right to be Forgotten.....</b>	<b>11</b>
<b>3.2</b>	<b>Data Protection Provisions .....</b>	<b>11</b>
<b>3.2.1</b>	<b>Data Security .....</b>	<b>11</b>
<b>3.2.2</b>	<b>Deletion of Personal Data .....</b>	<b>11</b>
<b>3.2.3</b>	<b>Classification of Personal Data .....</b>	<b>12</b>
<b>3.2.4</b>	<b>Data Secrecy Commitment .....</b>	<b>13</b>
<b>3.2.5</b>	<b>Data Protection Trainings .....</b>	<b>13</b>
<b>3.2.6</b>	<b>Access to the IT System.....</b>	<b>13</b>
<b>3.2.7</b>	<b>Record of Processing Activities .....</b>	<b>14</b>
<b>3.2.8</b>	<b>Transfer of Personal Data within the NDBS Group (Group Transfer) .....</b>	<b>14</b>
<b>3.2.9</b>	<b>Processing of Personal Data by Third Parties .....</b>	<b>15</b>
<b>3.2.10</b>	<b>Procurement and Implementation of Software / Hardware.....</b>	<b>16</b>
<b>3.2.11</b>	<b>Processes involving Personal Data .....</b>	<b>16</b>
<b>3.2.12</b>	<b>Data Breach Notification .....</b>	<b>16</b>
<b>3.2.13</b>	<b>Privacy Impact Assessment .....</b>	<b>17</b>
<b>3.2.14</b>	<b>Rights and Information of Data Subjects .....</b>	<b>17</b>
<b>3.3</b>	<b>Accountability .....</b>	<b>17</b>

## 1. Change History

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Changes</b>
1	25.06.2018	K.B.	Document created
2	See date of approval	C.H.	Document revision based on EU-GDPR and additional global Data Protection laws

*Table 1 - Change History*