



Policies and Procedures Template

Bluerover Advertising / Policy 21 / 1 Oct 2024

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Company name: Bluerover Advertising

Official document title: Policy 21

Document prepared on: 01.10.2024 13:30 PST

Document prepared by: SafetyCulture Staff

List of policies and procedures included in the document:

People involved in the creation, review, and approval of the policies and procedures included in the document:

Samuel Kirby
Avery Wilson
Everlyn Wright

Document approved by:

Avery Wilson

Avery Wilson
30.10.2024 15:11 PST

Policy

To add another policy:

1. Select the second item ("Policy title:")
2. Hold the Shift key.
3. Select the last item ("Policy revised version effective on:")
4. Select the "Copy" option displayed at the bottom of the screen.
5. Select the "x" icon.
6. Select the "Add page" option below the last item ("Policy revised version effective on:")
7. Select the blank first item on the newly created page.
8. Select the three dots on the bottom right.
9. Select the "Paste questions" option.

Policy title: Data Privacy Policy

Policy number: 8745360P-1333/906

Policy issued on: 04.10.2024

Policy approved by:

Avery Wilson

Avery Wilson
30.10.2024 14:58 PST

Policy effective on: 07.10.2024

Definition of terms used in this policy:

Purpose of this policy:

This policy aims to be clear about what data the company collects so that employees and customers can make meaningful choices about how data is being used, control who they share data with, and understand how to protect data privacy.

Official policy statement:

Employees are not allowed to share customer data with other companies, organizations, or individuals outside of the company. Employees must also respect the privacy of other employees' data and not share such them, unless required by administrative concerns.

Procedures related to this policy:

Data encryption procedure:

- Encrypt company services using Secure Sockets Layer (SSL) or Transport Layer Security (TLS)
- Encrypt all data at rest through the use of the Advanced Encryption Standard (AES-256)

Scope of this policy:

This policy applies to all of the services offered by Marvolo Industries and its affiliates, including services offered on other sites. This policy does not apply to services which have separate data privacy policies that do not incorporate this policy.

Responsibilities of persons with regards to this policy and related procedures:

The Data Handling Department is responsible for reviewing this policy and related procedures annually or more often, if necessary. All employees are responsible for compliance with this policy and related procedures.

References:

N/A

Help contact:

N/A

For policy review:

Policy reviewed on: 01.10.2024

Policy reviewed by: Everlyn Wright

For policy revision:

Policy version number: v1.1.1

Policy revised on: 10.10.2024

Policy revised version approved by:

Avery Wilson

Avery Wilson
30.10.2024 15:10 PST

Policy revised version effective on: 14.10.2024
