2026

Privacy Policy

Administration Department

Primary contact:

a.alakhdar@septimiussecurity.com

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Revisions

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Rev.	Date	Revision Description
00	01/01/2022	Initial release of the document.
01	31/12/2023	Comprehensive review and updates, including layout improvements.
02	31/12/2024	Revisions to align with company standards, enhance document quality, and update layout for 2025.
03	31/12/2025	Revisions to align with company standards, enhance document quality, and update layout for 2026.
04	01/04/2026	Document cover pages updated for consistency with current formatting standards.

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1. Introduction

At **Septimius Security**, we recognize the importance of protecting your personal data and are committed to maintaining privacy and security in accordance with applicable data protection laws. This Privacy Policy outlines how we collect, use, store, and protect your personal information when interacting with our services, website, and documentation.

This policy applies to employees, clients, contractors, and website visitors engaging with Septimius Security.

2. Information We Collect

We may collect and process different types of personal data, including but not limited to:

- **Identity Data:** Full name, job title, and identification documents (if required for security verification).
- **Contact Information:** Phone numbers, email addresses, and office addresses.
- **Transactional Data:** Records of services provided or received.
- **Technical Data:** IP address, device information, and website interaction details.
- **Usage Data:** Information on how you use our website and services.
- **Communications Data:** Records of inquiries, emails, or service-related communications.
- **Incident and Security Data:** Any information related to security incidents, access logs, and investigations for compliance and security monitoring.

We do **not** collect sensitive personal data such as race, religious beliefs, or health information unless required by law or contractual agreements.

3. How We Collect Your Data

We collect personal data through:

- **Direct interactions:** When you communicate with us, fill out forms, or engage in contracts.
- **Automated means:** Website cookies, log files, and security monitoring.
- **Third-party sources:** Governmental agencies, business partners, or regulatory bodies.
- **Security and Incident Reporting Systems:** As part of operational security procedures, any incidents involving security breaches may require data collection for investigative purposes.

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4. Purpose of Collecting Your Data

We process your personal data for the following purposes:

- Providing and managing our security services.
- Complying with legal and regulatory obligations.
- Communicating with clients and stakeholders.
- Ensuring the security of our systems, locations, and personnel.
- Improving our services through analysis and feedback.
- **Incident Management & Risk Mitigation:** Assessing and preventing security risks, responding to incidents, and ensuring compliance with security protocols.

We do not sell, rent, or share personal data with third parties for commercial purposes.

5. Data Security

Septimius Security takes data protection seriously and implements strict security measures to prevent unauthorized access, loss, or misuse of personal information. These measures include:

- Encryption and secure data storage.
- Access controls and authentication procedures.
- Regular security audits and monitoring.
- **Strict Internal Access Control:** Only authorized personnel can access personal data based on business necessity and security protocols.

6. Data Retention

We retain personal data only for as long as necessary to fulfill the purposes outlined in this policy. Data that is no longer required will be securely deleted or anonymized.

- **Operational and Security Logs:** Retained as per internal policies to support security investigations and regulatory requirements.
- **Employee and Contractor Data:** Retained for the duration of employment and a limited period post-engagement for compliance purposes.
- **Client Records:** Maintained for service delivery, contract fulfillment, and legal compliance.

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7. Your Rights and Choices

You have the right to:

- Request access to your personal data.
- Request correction of inaccurate or outdated information.
- Request deletion of personal data when no longer necessary.
- Object to data processing in certain circumstances.
- Withdraw consent where processing is based on consent.

To exercise these rights, contact us using the details provided below.

8. Third-Party Links and External Services

Our website and services may contain links to third-party websites. Septimius Security is not responsible for the privacy policies or practices of third-party sites.

9. Changes to this Privacy Policy

We may update this policy periodically to reflect legal, regulatory, or operational changes. Any updates will be posted on our website.

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Contact Us

+218 21 711 4727

Libya@septimiussecurity.com

Next to the Peacock Compound, Tajora, Tripoli.

www.septimiussecurity.com