

## **DATA PRIVACY & PROTECTION**

This policy aims to detail the measures we have in place for the collection, protection and use of personal and company data. The policy will ensure the security, confidentiality of information and that the information is not altered or shared to persons without authorised access.

Any information which comes under the scope of this policy will only be used to provide International Moving Services.

**Personal Data** – This includes but is not limited to customer names, occupations, address, personal and business contact information, details and value of household contents and storage locations as well as personal documents such as passport, visas, completed customs documentation, etc.

**Management** – It is the responsibility of all our employees and service providers to comply with data Privacy and Protection Procedures. Accountability will be enforced by the senior management of the company in the event of any breach of policy.

**Notice** – Information will only be collected in direct connection with the moving services being provided. Our Employees, customers and service providers have been informed of this policy and have agreed to uphold it.

**Collection** – Data is only collected for the purpose outlined in this notice.

**Choice & Consent** – Choices should be given to the individual i.e. customer, corporate company, suppliers/service providers that they communicate personal information in a controlled manner and on a need to know basis. We obtain their implicit consent and have advised all parties that this must be complied with in order to work with Formula Global Mobility.

**Use Retention & Disposal** - Data will only be used for the purposes of the move and related services. Archived data will be stored for at least 5 years in compliance with the laws and regulations in force, after which the data is deleted and any hard copies destroyed through secure shredding.

**Access** – For all parties referred to above access is strictly controlled, any changes would be notified by email, or in writing with the data being updated by the file/contract coordinator.

**Disclosure to Third Parties** – Information is only shared on a need to know basis and is strictly limited to the services being provided. No information will be shared or passed onto any other parties.

**Security for Privacy** – Formula Global Mobility runs up to date antivirus software, in addition all individual logons are password protected. The physical access of our offices is also controlled by locked secure reception main entry and pin code door via the warehouse.

**Quality** – The data stored is accurate, complete and relevant for the business purpose. Checks and controls are also put in place to ensure the identity of the users and the information provided.

**Monitoring & Enforcement** – If any individual notices a breach of privacy they should immediately notify Formula Global Mobility through the Office manager. Corrective action would be taken to ensure the security of data, further action could also involve reviewing access or termination of a user/service provider. Any breach would be notified to senior management.