

# DATA PRIVACY POLICY

## Personal Information Management

The personal information collected, in order to make all necessary arrangements for the international transfer of belongings of customers, would in most cases the following:

- Name.
- Home Address.
- Email.
- Birthdate.
- Identification number.
- Copy of passport.
- Personal characteristics.

This information will be handled only by the executive in charge of the account of each customer; it will be saved in a file or computers to which only authorized persons have access, it will be administered so that it can only deliver to companies that require mandatory and which we have full assurance that they will not give misuse.

## Notification

By the following statement on all emails to all suppliers and customers, our privacy policy will be notified:

PRIVATE NOTICE - This e-mail is property and exclusive use of WINMOVERS:

May contain confidential or privileged information that will be used only for the benefit of the client. Unauthorized use of this e-mail is strictly prohibited and may be punished by law. If you have received this e-mail in error, please immediately notify the sender by reply e-mail and destroy all copies of this communication and any attachments. For more information please consult our PRIVACY POLICY, ANTI-TRUST, ANTI-BRIBERY, AND ANTI-CORRUPTION CHAPTER in our website [www.winmovers.com](http://www.winmovers.com)

## Consent

We are obliged to request any information with the full consent of the customer, letting him know that we only ask information strictly necessary, without which we cannot work properly and will be very difficult to perform the various procedures.

## **Collection of Information**

The executive in charge ask the customer the necessary information, it will be via e-mail at the required time, which will be used solely in order to complete the formalities necessary for export or import of the belongings of customers.

## **Retention and Disposal Information**

The customer's personal information will be physically retained for a period not exceeding 5 years, so if the customer requires our services again we can perform them more easily. The information will be digitally stored for a maximum period of 2 years, without ever being part of a database. Physical and logical information will be destroyed after expiry of the period, making sure that no one can make use of it.

## **Maintain Security Private Information**

All physical information handled customer, will be stored in files in a secure area, to which only authorized executives may have access. The information found on computers, will be protected with passwords and anti- virus in order to prevent removal of the same by outsiders without permission.

## **Quality and Monitoring Information**

Periodic reviews of the records will be made, ensuring that personal information is being collected only strictly necessary for the procedures, checking for leaks of information being handled with proper care by executives. Any inappropriate situation is shall be notified to the management, in order to solve it in the shortest possible time.