

## DATA PROTECTION AND PRIVACY POLICY (2021)

MK Relocation Sp. z o.o. is responsible for collecting data, as well as the use and protection to be giving them. We establish this privacy policy in order to take the necessary measures to ensure the security, confidentiality and discretion of personal data and prevent that they are altered, transmitted or used by persons with unauthorized access.

MK Relocation want to differentiate in a simple, consistent and credible way from non-FIDI movers by demonstrating that the conducted business is under strict ethical compliance procedures.

### **PURPOSE:**

MK Relocation aims to use your personal information to provide transportation services, packing and storage of household goods and to inform of changes and/or notify of the process, and may provide the information to third party in the supply chain, which are related in providing local moving services, international moving services, warehousing, packing/delivery, which includes also administrative, operational and commercial activities resulting from such services.

### **PERSONAL DATA:**

For personally identification, MK Relocation asks for information such as full name, address, telephone number, e-mail address.

In order to provide good quality of services and comply with legal regulations, we will ask for copies if necessarily of passport and visas, customs documentation, import or export franchises, insurance policies.

All information that our customers will provide, is collected, used, retained, and disclosed confidentiality, in all our supply chain with our providers such as freight forwarders and subcontractors that are part of the removal process.

When data is stored on paper, it should be kept in a secure place where unauthorized people have no access.

These guidelines also apply to data that is usually stored electronically but has been printed out for some reason.

All data will be kept according to local law, minimum for 5 years.

All information is protected against unauthorized access from inside or outside.

- When working with personal data, employees should ensure the screens of their computers are always locked when left unattended.
- Personal data should not be shared informally. In particular, personal data should only be sent via email if the emails are encrypted.
- Employees should not save copies of personal data to their own computers. Always access and update the central copy of any data.
- Servers containing personal data should be sited in a secure location, away from general office space.
- Data should only be provided to approve mentioned vendors.
- Device storing data should be physically destroyed when no longer in use.

### **Confidentiality:**

All individuals / partners / contractors, agree to treat all confidential information provided by MK Relocation when performing services and shall not (without prior consent from MK Relocation disclose or permit disclosure of such confidential information to any third party.

MK Relocation partners agree to safeguard all confidential information with at least the same level of care as the moving partners use to protect its own confidential information.

### **CONSENT:**

MK Relocation agrees not to use or disclose without consent, personal information for any other purpose than the purpose of witch it provides services.

It also undertakes to store all information concerning the aims, in a secure environment and to make all reasonable efforts to maintain the security of confidential information, based on the bellow values:

- PUNCTUALITY
- TRUST
- CREDIBILITY
- ORDER
- INTEGRITY

### **Data Protection:**

The moving partners will agree with MK Relocation policies, procedures, standards, guidelines for privacy, information protection, data and systems security and with all applicable privacy laws and regulations.

All personal data of assignees and other individuals received in connection with this agreement shall be handled and maintained to the requirements of any applicable data protection laws and any subsequent or related legislation.

### **IMPLEMENTATION:**

Whitin the company, MK Relocation trains and informs all staff throughout its code of ethics, of the care and how to protect the personal data requested, depending on the service provided.