

## **PRIVACY STATEMENT**

Four Season Relocation (S) Pte Ltd (The Company) respect the privacy of our customers/shipper/s and is committed to protect them. This notice summarizes our Policies and Practices.

### **Personal Data (Information)**

The Company, collect the following data but not limited to our shipper's/Customer's full name, contact numbers, e-mail addresses, residential addresses, Passport details and work permits.

### **Purpose of collecting Personal Data**

In order to process shipments it is necessary to collect personal information from the shipper and or his/her agent that enable The Company to complete the step to enter and fulfill the contract of the removal services. For example, for International shipments The Company collect copies of Passport, work permits, customs form, social security No etc. to facilitate the export and import custom clearance. For Domestic moves The Company collect contact numbers and residential addresses for both the old and the new one.

### **Shippers/Customers choice and Consent**

Customer has the right to request information about the handling of the personal data. The Customer has the right to rectify, not to disclose, to restrict access and or to delete his/her personal data. Customer also has the right to object to the processing of his/her personal data by the Company in some circumstances where we have asked his consent to process his/her data, to withdraw that consent. If the Customer asks to withdraw the consent, The Company will destroy and delete the relevant information as soon as possible.

### **How The Company collect personal data**

The Customer typically submit documents with personal data by e-mail, fax and by other means. The Company collect these information when the customer requests The Company's services.

### **Use, retention and disposal of personal data**

The Company limit the use of the shipper's/Customer's personal information only enable the Company to provide our services. The Company only retain personal data as long as it is required to provide the necessary to fulfil the purpose for which the data is intended.

### Access

The Company limit access to shipper's/Customer's personal data to its authorized employees and third parties. Personal information is never to be sold, lent or leased to third parties.

### Disclosure to third parties

The Company keep Customers personal information confidential but time to time we may provide personal information to third parties only for the purpose identify in this Privacy Statement. Such third parties may include but not limited to local and overseas agents, Government authorities, Custom brokers and or persons to whom we are required to make the disclosures in order to fulfill the contract with our Customer. The Company will not use Customers personal data for direct marketing via e-mail, direct mail, telephone, fax and other similar means of communication unless we have his/her prior Consent.

I read the Privacy Statement of Four Season Relocation (S) Pte Ltd. and Consent to share my personal data.

Customer/Shipper Name : .....

Signature : .....

Date :