

## DATA PROTECTION POLICY

**Panama Intermoving & Relocation** is committed to protect your sensitive information. This notice summarizes our policies and practices.

### **The information we collect:**

Your full name, contact phones numbers, e-mail addresses, passport details, residential address, work visas and/ residence permits.

### **Reasons for collecting this personal information**

For any moves either domestic or international, we collect details on your new residential address and contact numbers that allows our team to provide our best service to you. In the international shipments we collect in addition, copy of your Passport, visa, work and / or residence permit to facilitate customs clearance and delivery.

### **Choice & Consent**

If you agree to use our services, you consent to the collection and use of your personal information. You can decide not to reveal part of this information, to restrict access to your personal record or to withdraw your consent for us to use your personal information. In that event and depending on the nature of your request we may be in a position not to be able to provide all our part of our services to you.

### **Personal information collection**

At the moment we make the first contact with you, we will collect already part of the information from you, to be completed with additional information once you formally authorize our services.

### **Use retention & disposal**

We engage us to limit the use of your personal information only to enable us to complete our service to you. We only retain personal data as long as necessary to fulfill the purpose for which the data is needed for. We will destroy any documents hold with personal data in accordance with our internal policy and applicable laws.

### **Access**

We only allow limited access to the personal data to our trained personnel as well as third parties that are part of the service process. The personal information we collect is never sold, lend or leased to third parties.

### **Disclosure to third parties**

Personal information is kept confidential, however sometimes we might have to share this information with third parties as part of the service process. The third parties are most often government authorities, custom brokers and shipping lines which we are required to pass on consignee details, Also we have to share its information with agents or partners that are service providers at destination or origin.

We share only personal information to persons under a duty of confidentiality which extends to those persons to whom we are required to make disclosure under applicable laws in or outside of Panama.

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## **Data security**

The personal data is stored electronically with a password protection.

We only allow authorize and trained employees to access the personal data.

## **Accuracy**

We commit to keep accurate and complete relevant information of our clients for the purpose of our services and we encourage you to help us keep your personal data up to date.

## **Monitoring and Enforcement**

A number of security measures are implemented to maintain the safety of our personal information. The sensitive personal data is only to be accessed by those authorized with special Access rights to our system. Managers monitor and enforce the protection of personal data.

If you wish to have Access to your data for review, correct or to cease communications or to withdraw your consent please send your request to:

**Panama Intermoving & Relocation Centro Logístico Llano Bonito Calle 1B Sur, Juan Diaz Tel. (507) 322-0747**

**Company:**

**Signature:**

**Title:**

**Date:**

**Company Seal:**