

Privacy and Data Protection

Privacy principles are essential to the proper protection and management of personal information. They are based on internationally known fair information practices included in many privacy laws and regulations of various jurisdictions around the world and recognized good privacy practices.

Good privacy is good business. Good privacy practices are a key part of corporate governances and accountability. One of today's key business imperatives is maintaining the privacy of personal information.

During the moving process personal and confidential information regarding the owner of the goods and the family members is required.

We will treat personal information you provide us in the course of our professional relationship as confidential and will use it only in performing services for you. Some examples of personal information we need to collect are names, home addresses, emails, phone numbers, dates of birth, social security numbers, passport's, banking details, credit card information, etc. The personal information maybe collected through online forms, survey's, phone calls, emails, attachments, faxes or any form of communication that includes the collection of information with the implicit or explicit consent of the individual.

We may share this information with our approved affiliates in the course of providing services. Chipman and our affiliates agree that we will comply with all privacy laws and that we will implement and will maintain reasonable and appropriate security measures in order to protect sensitive information from unauthorized use or disclosure. Access is limited only to those employees or representatives that require personal information in order to provide you with services agreed upon. It is the responsibility of everyone to ensure information is collected, stored and handled appropriately.

Your personal information will be used solely for the purposes for which they have been requested. If at anytime your personal information requires your access or your review, it will only be granted once the identity of the person has been verified and validated. A written request maybe required.



Personal information is retained for only as long as necessary to fulfill the services and as required by law. Personal information is only shared with employees within our company or affiliates directly involved in the services we are performing. Every individual that handles personal information has the responsibility to keep the information safe no matter where it is located. This includes computer systems, networks, paper copies and verbal transmission of information. We agree that communication by electronic mail, sometimes attachments, is an accepted form of transmitting personal information. We employ virus-checking procedures on our computer systems and we agree we will each be responsible for checking all electronic communicates received for viruses. Personal information in working files is secured against access by unauthorized individuals, keeping them in locked offices or storage retention warehouse. Chipman must keep documents stored in our secure warehouses for the duration as required by laws and regulations. After the mandatory period of storage, files will be shredded and disposed of as required by law.

Employees are provided a copy of this as part of the new hire paperwork. Approved vendors are provided a copy of this as part of the on boarding process. Periodic reminders of this policy are provided. This policy is reviewed and changes as needed and then redistributed.

To have information corrected and or to address concerns over misuse of personal information/data please contact Laura Saldal or Paul Kilian at (510) 748-8760 or International@chipmanrelo.com