

BUSINESS RELOCATION (UK) LIMITED

PRIVACY POLICY

Introduction - in the course of providing our services, we may obtain, use, process and disclose personal data about our clients and their employees. We confirm that when processing data on your behalf we will comply with the requirements of the General Data Protection Regulation ((EU) 2016/679) and all other data protection legislation currently in force and applicable to our services.

Data Protection Principles - unless otherwise required by applicable laws or relevant regulatory requirements, we shall ensure that when processing client personal data, it is:

- processed lawfully, fairly and in a transparent way;
- processed no further than the legitimate purposes for which it was provided;
- accurate and kept up to date;
- kept in a form which permits identification of the data subject for no longer than is necessary;
- returned or deleted upon the termination of the engagement with you pursuant to which we agreed to provide the services;
- processed in a manner that ensures security of that personal data;
- only disclosed to courts, governmental agencies and other third parties as and to the extent required by law.

Breach of Data Protection Requirements - we will notify you promptly in the event we believe there has been a breach in respect of our handling of client data. In addition we shall notify you if an individual asks for copies of their personal data, makes a complaint about the processing of personal data or serves a notice from a relevant data protection authority.

Indemnification - if you supply us with any personal data or confidential information you shall ensure that you have full informed consent to pass it to us and will fully indemnify and hold us harmless if you do not have such consent and that causes us loss.

Further Information - should you require further details regarding our treatment of personal data, please contact our Data Protection Officer Kate Mason.