

ALGHANIM FREIGHT DATA PROTECTION AND PRIVACY POLICY

Objective

This Policy makes known of his clients, workers, contractors and suppliers, the guidelines under which Alghanim Freight. handles and protects personal data in all the stages of the process (collection, use, retention, disclosure and disposal).

Principles

1. Legality

Alghanim Freight, will only collect, use and disclose personal data in accordance with applicable laws and will request its clients, workers, contractors and suppliers to follow the same policy.

2. Transparency

Whenever necessary, Alghanim Freight will explain, openly and honestly with the information owners, clients, workers, contractors, suppliers and third parties of the supply chain, to explain how we handle the personal data and how we used it.

3. Accessibility

We will be available to answer any question related to personal data we keep, how is it handle, who handles it and help the information owners correct any mistakes they may have.

4. Privacy security

If we are aware of data that should not be included in our data base, we will delete it immediately, investigate how was it added and take the necessary action to prevent any inclusion in the future again.

5. Integrity

We will follow the policies and practices of use that support and promote the integrity of the personal data we handle.



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6. Acceptance

By accepting this policy, you confirm you read, understood and agreed to the terms stated above and authorize us to use your personal data for the purposes here expressed.

7. Quality

In order to ensure that all the above is complied with, the company's policy and procedure is clearly stated in our Quality Manual which is to be found on each staff member's desktop, and regular communications whether by email or written memos, are to be sent out.

8. Use, Retention & Disposal

This information is only to be used and shared with Parties and authorities that may need this information to process the jobs ordered. Information may be shared with crew supervisors, move coordinators, customs authorities, shipping lines, and airlines and customs brokers.

Customer's personal information is retained for only as long as necessary to fulfill the stated scope of the jobs ordered, or as required by law or regulations and will be disposed off in a timely and guarded manner

9. Monitoring & Enforcement:

If an individual believes that their personal information is not handled in accordance with our company applicable law, then a complaint should be submitted to senior management for their immediate investigation into the complaint.

Management every quarter will monitor implementation. All staff is to be made aware that a breach of the rules or procedures identified in this policy may lead to disciplinary action being taken against them.



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