

Data Privacy & Protection

This policy communicates the measures we have in place for the collection, protection and use of personal and company data. The policy will ensure the security, confidentiality of information and that the information is not altered or shared to persons without authorised access.

Any information which comes under the scope of this policy will only be used to provide International Moving Services.

Personal Data – this includes but not limited to customer names, occupations, address, personal and business contact information. Details and value of home contents and storage locations as well as **personal documents such as passport, visas, completed customs documentation.**

Management – it is the responsibility of all our employees and service providers to comply with data Privacy and Protection Procedures. Accountability will be with the President Michael Rathbone or Brian Jones **Vice president in the event of any breach of policy or violations.**

Notice – Information will only be collected in direct connection with the moving services being provided. Our Employees, customers and service providers have been informed of this policy.

Collection – Data is only collected for the purpose outlined in this notice.

Choice & Consent – Choices should be given to the individual i.e. customer, corporate company, suppliers/service providers that they communicate personal information in a controlled manner and on a need to know basis. We obtain their implicit consent and have advised all parties that this must be complied with in order to work with Brytor International Moving.

Use Retention & Disposal - data will only be used for the activity of the move and related services. Archived data will be stored for 5 years in terms of legal compliance after which the data is deleted and any hard copies destroyed through secure shredding.

Access – for all parties referred to above access is strictly controlled, any changes would be notified by email, or in writing with the data being updated by the file/contract coordinator. Notification can be made to the office manager Christina McCarte christina@brytor.ca

Disclosure to Third Parties – Information is only shared on a need to know basis and is strictly limited to the services being provided. No information will be shared or passed onto any other parties.

Security for Privacy – Brytor runs up to date anti virus software, in addition all individual logons are password protected. The physical security of our offices is also controlled by locked secure reception main entry and pin code door via the warehouse.

Quality – the data stored is accurate, complete and relevant for the business purpose. It is checked for quality, checks are also used to ensure the identity of users and information provided.

Monitoring & Enforcement – if any individual notices a breach of privacy they should immediately notify Brytor International Moving through the Office manager named above. Corrective action would be taken to ensure the security of data, further action could also involve reviewing access or termination of a user/service provider. Any breach and action would be escalated to senior management.