

## Data Privacy

### Management

Buhariwalas, respects data privacy of each company, e.g. FIDI / Non FIDI members, members of any other organizations, private or individuals is committed to its protection of data. This circular summarizes our policy to cover all agents, companies, that is sent to all organizations, authorized us for our services from time to time. Please sign at bottom of this page and send us a copy for our records.

### Collection & Use of Personal Data.

The purpose of facilitating services towards International, Local or Domestic moves we collect clients full name, contact & e mail details, also residence addresses at origin and destination with copy of passport, visa or work permit issued to facilitate customs clearance & delivery. The required details also enable our team to provide required services and to be within the frame work of contract issued.

### Acceptance & Consent towards Collection of Data

BY agreeing to use our services you have consent in us towards collection of personal data from client & to use of information only for the services authorized. If you decide not to disclose full or part of client's personal information to restrict us in completing the services, these depending on the nature of work we may not be in a position to provide or complete our services on your behalf.

### Restrictive Use of Client's Personal Data

We promise to limit ourselves use of personal data or information collection only to be within the frame work to complete our services on your behalf. Your data will be retained by us as long as it is necessary & for the purpose of government requirements that may be called upon from time to time. Buhariwalas, will destroy any documents it holds with personal data during if across beyond a specific period that is in accordance with government regulations or with our internal policy or as per applicable by law.

### Access of Personal Data

We will only allow limited access on the personal data collected to our trained and authorized employees and third party, in order to be of service and complete the job as per the contract. Any personal information collected will never be sold, lent or leased to third parties.

### Confidential of Personal Data

We keep all personal information confidential, if required may provide personal information to third parties from time to time for purposes of any back clash from various official authorities' organization or government bodies. Alternatively, personal information will only be disclosed in order to complete customs clearance, to freight forwarders, agencies, contractors, service providers, counterparts that are in connection with operations to complete the job. We declare that personal information will only be given to persons under duty of confidentiality which extends to those persons, companies, government organization whom we are required to make discloser under applicable law in or outside of the country.

### Data Security

We store personal data manually & electronically under password. Access to data is only allowed by authorized employees who are trained on such privacy policies.

### Maintenance & Security of Data

We implement security & also take maintenance measures for safety of your data. Sensitive personal data only be accessed by authorized staff with special access rights to our operating system. Supervisors, Operation staffs also enforce protection of personal data. However, we may conduct direct marketing via e mail, telephone or any other similar means of communication. You may choose not to receive such materials telling us, and we will cease to do so.

We would appreciate if you could have this document returned to us with your stamp and signature

For Buhariwalas Corporation

**N D Buhariwala**

Director

I certify that I have read and understood Buhariwalas Data Privacy Agreement in full.

Company:

Name:

Position in Company

Date & Stamp and Signature