



Data (Privacy) Protection Management

Management

The Management of **Schneider Global Removal Solutions** include the definition, documentation and communication related to the responsibility of our privacy policies and procedures. This privacy policy covers all Companies owned, or majority owned by Schneider Global Removal Solutions, and all companies operating in that name owned in part by Schneider Global Removal Solutions.

Notice

We provide this notice explaining our online information practices and the choices that can make about the way personal information is collected, used, retained and disclosed. This policy supplements other materials may have received or will receive from Schneider Global Removal Solutions.

Choice and Consent

To execution our services, the customers, agents and other parties will be at times be requested to supply and utilize personal information. This information is legally required and will differ by country (for instance in Immigration Services, requests will often involve passport information, education background, resume details, copies of certificates and diplomas, family information, criminal conviction information, etc.)

Collection

Personal information must be provide via our web plat form. In particular, personal data shall not be sent via unencrypted e-mails.

Use, Retention and Disposal

Personal information provided is used when placing an order or requesting a service to complete the order and avoid collecting information during subsequent services within 5 years. Information is not shared with any outside party unless it is necessary to do so for authorized service delivered to you.

HEADQUARTER

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1023 Crissier
Switzerland

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F +41 21 869 00 30

Services provided in all cities
in Switzerland and Poland

«A World of Excellence»
Schneider Global Removal
Solutions is The International Brand
of Schneider Deménagement SA

www.schneidergrs.com
switzerland@schneidergrs.com

We use return e-mail addresses to answer to the e-mail we receive. Such addresses are not used for any other purpose and are not shared with any outside party.

We use non-identifying and aggregate information to better design our website, diagnose problems with our Web server, and administer our website. For example, we may gather information telling us that X number of individuals visited a certain area on our website, or that Y number of men and Z number of women filled out our registration form.



Finally, we never use or share personally identifiable information provided to us online in ways unrelated to the ones described above.

The printed data will be stored in secure environments and will be shredded and disposed when no longer required. Electronic Data will be protected by strong passwords that are changed annually. The information will only be stored on designated drives and on secure cloud computing services. The employees will not save copies of personal data to their own storage devices and will not remove hard copies to any off site location.

Access

Schneider Global Removal Solutions Employees that are directly dealing with procedures requiring client data will be authorized to access client data and limited to work activity only. Clients may update and cancel their personal information when deemed necessary.

Disclosure to Third-Party

Schneider Global Removal Solutions can only disclose information to third-party agents that meets the FIDIFAIM Data Protection within its level of legal restrictions on us and in accordance stated on the privacy notice.

Security for Privacy

We will also take reasonable steps to protect privacy and security from unauthorized access and inappropriate use of information, through physical and logical security program.

Quality

This will be reviewed and communicated to all employees and suppliers periodically to ensure that the data privacy and security program were sustained and properly implemented.

Monitoring and Enforcement

Any questions or escalations of this policy will be communicated to the higher management to resolve the problem as soon as possible.

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