

DATA PROTECTION & PRIVACY POLICY

Corporate Moving Solutions (A division of Classic Moving Systems Pte Ltd, GST Registration No. 201206963H) respects the privacy of its customers. This privacy policy explains our policies for the collection, use, and disclosure of personal information. By using the Corporate Moving Solutions website, filling in pre-movement survey form, or raising an enquiry through email or website, you consent to the privacy practices described in this statement.

The information we collect

Corporate Moving Solutions collects personal information to understand and meet our customers and potential customers' needs and to fulfil our business objectives. This information is collected by various sources, including information provided by its customers, agents, other representatives or any third-party agents authorized to act on behalf of Corporate Moving Solutions.

"Personal Information" may include client name, origin and destination address and email address, phone number, identification number, passport details and may also include financial information, such as credit card or other bank account data, nature of goods etc. or any other data related to the performance of moving, relocation or other associated services. However, Corporate Moving Solutions limits its collection of Personal Information to that which is necessary for its intended purpose and thus does not collect any information that is not relevant to the business / service objectives.

We may record calls to or from our sales/customer service representatives for purposes of accuracy, performance reviews, training, and general quality assurance. Personal information received from customers, and their employees will be used solely for the purpose of delivering authorized services to such customers and employees.

How we use personal information:

Corporate Moving Solutions uses personal information to carry out its day-to-day business operations. Corporate Moving Solutions will generally use Personal information to:

- Identify its customers and requirements
- Conduct surveys
- Communicating with a Data Subject.
- Comply with human resource requirements.
- Comply with government regulations.
- Provide associate benefits.
- Manage the business.

Safety of your Data

Personal information is stored in a combination of paper and electronic files. Personal information provided by Corporate Moving Solutions is not accessible publicly. We take reasonable measures to protect personal information against the loss, misuse and alteration of the Information under our control, including credit card information that is submitted to us through defined procedures and appropriate technology designed for that purpose.

- We maintain physical, electronic, and procedural guidelines to protect your Personal Information.
- We assess our security standards and procedures time to time to protect against unauthorized access to Personal Information.