



Company Organization and Data Privacy Policy

Data Privacy Protection Management

- Documents and personal data are collected from our clients by our employees in order to be able to organize, coordinate and perform their removal such as name, addresses, volume to remove, inventory and photos of special valuable items to protect and insure, and several official documents necessary to handle clearance procedures at origin and destination. We do really care about keeping all the necessary confidentiality and do communicate to third parties only what is necessary to communicate in order to perform the services requested.
- When contracting with our customers, we make them aware of our Data Privacy Policy and what we are planning to do with the Data we will be collecting from them. Acceptation of the contract means implicitly acceptance and trust of our Data Privacy Policy.
- We do limit the use of personal information to the purposes identified in the notice and for which the individual (private customer or corporate accounts) has provided implicit or explicit consent; we retain personal information for only as long as necessary to fulfill the stated purposes or as required by law or regulations and thereafter appropriately disposes of such information.
- Our clients upon request can get the detail of the data accumulated and get possibility to review and update if feels necessary.
- We do disclose to third parties very little personal information only for the purposes identified in the notice and with the implicit or explicit consent of the individual. Our third party partners has primarily accepted and applied to our data privacy policy when had accepted to work for us.
- We do protect personal information against unauthorized access (both physical and logical). We have a clear desk management policy, secured and locked data base and encrypted our communication with third parties.
- Our information is updated regularly by our coordinators along the move with keeping constant contact with client and updating data and documents according to what is necessary to provide for their removal.
- The branch manager does conduct punctual assessment (clear desk policy, locked offices, information to clients, privacy policy acceptance from our agents in the file) and carry on a continuous training to employees on their team role. Our IT Group headquarter conduct logical intrusion test and provide us with analyzed results. The branch Manager does compile all those input collected annually through a review that help us to improve our security process.



AGS MAROC – MULOT DEMENAGEMENTS

- Our privacy policy had been communicated to all our employees and we shall in the next 6 months integrate in the function sheets for better understanding, the security roles that belongs to employee's function - to participate with relevancy and daily to our Data Privacy Policy goals.

Documents associated to the process :

- Code of conduct v1
- Induction form + employee AR
- Fidi pre-Audit Assessment checklist and logs
- Annual evaluation and Management Review (Data privacy, Quality, ABC)

Data Privacy Protection Management applying to our supply chain

Our Data privacy policy had been communicated to our company's internal employees and is a part of the process for any new comers through our induction process. We have requested our employees to feel free to notify at the highest level of the company, any discrepancy they could be aware or witness from.

Moreover, our Data privacy policy had been communicated to our international supply chain partners, such as removal Agents, relocators, shipping and airlines) at the Group level and by the branch Manager at the national level (forwarders, subcontractors).

We are improving actually the scale of diffusion by sending our Data privacy policy to our clients with the pre-move survey.

We are now able to evaluate our logistic suppliers annually on those criteria and these criteria had been added as new criteria for selecting suppliers.

We strongly believe that our commitment and daily follow up and annual review will help to improve.

Document associated to the process:

- Our Data privacy policy communication + AR from employees
- Data privacy breach register logs through the use of FAA.xls
- Induction form
- Our communicated Code of conduct for daily training
- Supplier's annual evaluation (adding ABC and Data Privacy performance evaluation)

Date: 02/01/2018

Company name: MULOT DEMENAGEMENTS – AGS MAROC

Signature: Louis THIERCELIN

MULOT DEMENAGEMENTS
AGS MAROC - Group AGS
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Date: 02/01/2019

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Date: 02/01/2020

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Date: 02/01/2021

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