



# Freight Services

## PRIVACY NOTICE

Freight Services (Fiji) PTE Limited respects your privacy and are committed to its protection. This notice summarizes our policies and practices in that regard.

### **Examples of personal data (information) we collect**

Your full name, contact numbers, email addresses, residential addresses, passport details and work permits.

### **The purpose of the collection of personal data**

For international shipments, we collect copies of your passport and work permit to facilitate customs clearance and delivery. For domestic moves, we collect details on your new residential address and contact numbers to enable our team to provide service to you.

### **Your choice and consent**

By agreeing to use our services, you consent to the collection and use of your information. You can decide not to disclose part of your personal information, to restrict access to your personal record, or to withdraw your consent for us to use your personal information. If you do so, then depending on the nature of your request, we may not be in a position to provide our services to you.

### **How and when we collect personal information**

We collect information from you when you contact us, when you request our services, and/or when you formally authorize services.

### **Use, retention and disposal**

We promise to limit the use of your personal information only to enable us provide our services to you. We only retain personal data as long as it is necessary to fulfill the purpose for which the data is to be used. The Company will destroy any documents it holds with personal data in accordance with our internal policy, and applicable laws.

### **Access**

We will allow limited access to personal data to only our properly trained and authorized employees and third parties. The personal information we collect is never sold, lent or leased to third parties.

### **Disclosure to third parties**

We keep all personal information confidential but, from time-to-time may provide your personal information to third parties for the purposes identified in this notice. Such third parties may include governmental authorities, and persons to whom we are required to make disclosures in order to complete customs clearance of your shipment. It may also include freight forwarders to whom we are required to disclose consignee details, and agents, contractors, service providers and counterparties in connection with our operations or services. We disclose personal information to persons under a duty of confidentiality which extends to those persons to whom we are required to make disclosure under applicable laws in or outside of the region.

### **Data Security**

We store personal data electronically under password-protection. Encryption technology is used on our secured web sites. We only permit authorized employees to access personal data, and our employees are trained on our privacy policies.

### **Accuracy**

We commit to maintain accurate, complete, and relevant personal information for the purposes identified in the notice. We encourage you to contact us to keep your personal data up-to-date.

### **Monitoring and enforcement**

We implement a variety of security measures to maintain the safety of your Personal Data. Sensitive personal data only to be accessed by those authorized with special access rights to our systems. Supervisors and managers monitor and enforce the protection of personal data.

We may conduct direct marketing via email, direct mail, telephone and other similar means of communication. You may choose not to receive such materials by telling us, and we will cease to do so.

To access, review, update or correct data, to cease communications, to withdraw your consent, and questions or complaints, please send an email to the admin team to express your concerns.