



KING'S MOVER INTERNATIONAL
北京华天元国际货运代理有限公司

Add: No.1, Hua Tian Yuan, Xiba,
, Chaoyang District,
Dongbaxiang Beijing 100018 P.R.China
Tel: 86 10 8432 7267
Fax: 86 10 8432 7263
E-mail: kmi@kingsmoverintl.com

DATA PRIVACY PROTECT PROCEDURE

1. Definition

1.1 Make sure that protect the data privacy for our customer' personal information and make sure to secure data privacy in our daily work.

Management always has regular checking

2. Rules writer: general manager

3. Staff in charge : general manager and department manager

4. Staff to follow: all staff and subcontractors and supplier

5. DATE PRIVACY PROTECT PROCEDURE

5.1.1 Management

5.1.1.1 Data(privacy) include: personal information such as: name, contact, ID, address, banking card, contract, asset, passport, Working permit

5.1.1.2 Company has a responsibility to protect data privacy

5.1.1.3 The data privacy can be used for work only, such as :connection, customs clearance, relic inspection ,shipping, insurance company, supply chain if necessary

5.1.1.4 Staff can obtain data privacy from department manager or company email, when staff Use data privacy which must has a password to enter data privacy.

Screen has protection when staff is not on seat .

Staff make sure the data privacy always in safe place whatever paper or stored electronically.

Data privacy shall not be shared without authorization.

Data privacy shall be regularly reviewed and updated if date has changed

Data privacy shall be deleted and disposed within 4 years.

Data privacy should has policy for safety store, such as firewall and Software, designated drives, back up procedure.

5.1.2 Notice

5.1.2.1 Company should inform involved staff data privacy policy and staff should have awareness to protect the data privacy

5.1.2.2 Staff can obtain data privacy from department manager.

5.1.2.3 Data privacy can be used for work only, try company e-mail as much as possible, such as :connection, customs clearance, relic inspection ,shipping, insurance company, supply chain if necessary

5.1.2.4 Data privacy should has safe place whatever paper (in locked filing cabinet if it is not used)or stored electronically.

5.1.2.5 Data should have password setting and permission, the password should have change regularly.

5.1.2.6 Data shall not be shared without authorization. include inside and outside



KING'S MOVER INTERNATIONAL
北京华天元国际货运代理有限公司

Add: No.1, Hua Tian Yuan, Xiba,
, Chaoyang District,
Dongbaxiang Beijing 100018 P.R.China
Tel: 86 10 8432 7267
Fax: 86 10 8432 7263
E-mail: kmi@kingsmoverintl.com

Data shall be

regularly reviewed and updated if data has changed

5.1.2.7 inform notice to both staff and supply chain

5.1.3 Choice and consent

5.1.3.1 Staff ensure that the data privacy only use for work.

5.1.3.2 Staff make sure the data is secured.

5.1.3.3 Staff should inform customer the reason for using data privacy.

5.1.4 Collect

5.1.4.1 Staff can obtain data privacy from department manager.

5.1.4.2 Staff shall not be shared data without authorization.

5.1.4.3 company 's email .

5.1.4.4 original documents should collect from client by hand(driver or supervisor)

5.1.5 Use retention disposal

5.1.5.1 Staff ensure that the data privacy only use for work.

5.1.5.2 Data should not be disclosed to unauthorized person.

5.1.5.3 Data should has safe place whatever paper (in locked filing cabinet if it is not used)or stored electronically.

5.1.5.4 Data shall be deleted and disposed within 4 years.

5.1.6 Access

5.1.6.1 Data should be protect by password that are changed regularly.

5.1.6.2 Data never share between staff

5.1.6.3 STAFF MAKE SURE THAT THE DATE IS A SAFE

**5.1.6.4 Data should be regularly reviewed and updated .if date has change
Staff should make note.**

5.1.7 Disclosure to third parties

**5.1.7.1 After permission of company that staff can transfer the data to third
Party which the data can be used in the service of third party.**

5.1.7.2 The third party must follow up the management of company

5.1.7.3 The third party ensure that data is safe

5.1.8 Security for privacy

5.1.8.1 Company make regulation to protect data privacy

5.1.8.2 Staff ensure that data privacy is safe when they use.

5.1.8.3 Data should not be disclosed to unauthorized person.

**5.1.8.4 Data shall not be shared without authorization. include inside and
outside**

Data shall be regularly reviewed and updated if data has changed

Assign password and keep it as confidential.

5.1.8.5 Important original documents should be carry by company's driver.

5.1.8.6 Data should be store in designated drives.

**5.1.8.7 IT company should maintain net work and check status of back up
documents every half month**



KING'S MOVER INTERNATIONAL
北京华天元国际货运代理有限公司

Add: No.1, Hua Tian Yuan, Xiba,
, Chaoyang District,
Dongbaxiang Beijing 100018 P.R.China
Tel: 86 10 8432 7267
Fax: 86 10 8432 7263
E-mail: kmi@kingsmoverintl.com

5.1.8.8 Use approved security software and firewall

5.1.8.9 backup and data encryptions

5.1.8.10 anti-virus

See attached fd5.1.1 < computer back up procedure>

5.1.9 quality

5.1.9.1 Staff store data to right site according to company regulations.

5.1.9.2 When communicating with customer, Staff find out that information is inaccurate or incomplete THAT the correct and complete information should be updated on file in time.

5.1.9.3 After the updated information, the previous information should be removed and deleted from the date.

5.1.10 Monitoring and enforcement

5.1.10.1 Company make data policy, staff follow up the policy strictly.

5.1.10.2 Depart ment manager is charge to monitor and enforce the policy.

5.1.10.3 Staff communicate to customer with right information of policy.

5.1.10.4 Staff comply with the policy that deal with data.

5.1.10.5 Department manager is responsible to solve the complaints and disputes

Supervisor or csr---sales—manager—management of company

5.1.11 Monitoring and review procedure

5.1.11.1 The company meeting should have twice a year that review the data procedure. involved staff should attend the meeting

5.1.11.2 analyze data procedure aspect of collected, used, retained, disclosed, and disposed.

5.1.11.3 make a decision if data should be update.

5.1.11.4 inform meeting content to staff after meeting.

5.1.11.5 inform supplier if it is necessary

King's Mover International

2022,10 18

#

#####