

## **Privacy Policy**

### **ADC Logistics Co. Ltd**

This privacy policy will explain how ADC Logistics Co. Ltd uses the personal data we collect from you when you use our services.

This document will cover topics outlined hereunder:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights (incl. GDPR Provisions)?
- Changes to our privacy policy

#### **What data do we collect?**

- Name, addresses, email address, phone number(s)
- Identification number, passport details, work or residence permits
- Personal travel details and plans
- Financial information such as credit card, other bank account data and electronic payee details
- Utility bills
- Details of your furniture, personal effects and belongings
- Any other data provided that relates to the performance of moving, storage, relocations and associated services

#### **How do we collect your data?**

You directly provide ADC Logistics Co. Ltd with most of the data we collect, either through contact and request for a quotation or through acceptance of our service offer and corresponding information collected to effect our services.

#### **How will we use your data?**

ADC Logistics Co. Ltd collects your data so that we can:

- Supply services that you have requested
- Send you statements and invoices
- Send you marketing communications
- Provide moving, relocation or storage services requested

When ADC Logistics Co. Ltd processes your order, it may send your data to destination brokers, agents and government agencies/actors tasked with handling parts of service delivery and/or effect customs clearance.

### **How do we store your data?**

ADC Logistics Co. Ltd securely stores most of your data at secure servers under German jurisdiction.

ADC Logistics Co. Ltd will keep your information for 365 days upon completion of service. Once this time period has expired, your data will be moved into a recycle bin for 60 days.

Physical data is stored as required by laws of PR China (such as fa piao) or any other jurisdiction ADC Logistics Co. Ltd or its appointed suppliers operate in. Physical data is produced to an extent as required by laws of PR China or any other jurisdiction ADC Logistics Co. Ltd or its appointed suppliers operate in. All other data is not stored in physical form.

### **Marketing**

ADC Logistics Co. Ltd would like to send you information about services of ours that we think you might make use of, as well as bona fide communication such as seasons greetings.

You have the right at any time to stop ADC Logistics Co. Ltd from contacting you for marketing or bona fide purposes.

### **What are your data protection rights (incl. GDPR provisions)?**

ADC Logistics Co. Ltd would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access - you have the right to request ADC Logistics Co. Ltd for copies of your personal data.

The right to rectification - you have the right to request that ADC Logistics Co. Ltd correct any information you believe is inaccurate. You also have the right to request ADC Logistics Co. Ltd to complete information you believe is incomplete.

The right to erasure - you have the right to request that ADC Logistics Co. Ltd erase your personal data, not conflicting service delivery.

The right to restrict processing - you have the right to request that ADC Logistics Co. Ltd restrict the processing of your personal data, not conflicting service delivery.

The right to object to processing - You have the right to object to ADC Logistics Co. Ltd processing of your personal data, not conflicting service delivery.

The right to data portability - You have the right to request that ADC Logistics Co. Ltd transfer the data that we have collected directly to you.

If you make use of above entitlements, we have one week to respond to you. We will first outline service delivery implications to you and request that you reiterate your request. If you would like to exercise any of these rights, please contact us at our email: [contact@adc-log.com](mailto:contact@adc-log.com)

### **Changes to our privacy policy**

ADC Logistics Co. Ltd keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated in May 2019.