

Privacy Policy

Chamness WorldWide respects your privacy, and this Privacy Policy is intended to inform you of how we protect your private, personal information. Chamness WorldWide is committed to complying with all local and worldwide privacy laws.

Information Covered by this Policy

Our Policy covers all non-public, personal information received by us that may be used to identify you ("Personal Information"). This may include a wide variety of information depending upon the services you are authorized to receive. For example, this could be name and address information; social security, date of birth, or other identification numbers; banking information; and/or passport or driver's license information.

General Data Protection Regulation Information

When we are acting at the direction of our client to provide services to you as part of your relocation or assignment, then the client is responsible as the Data Controller for telling us how your Personal Information should be used and processed. Under the European Union's General Data Protection Regulation (GDPR), Chamness WorldWide is a Data Processor who receives Personal Information and instructions on how to process that Personal Information from the Data Controllers. Where we act as a Data Controller for services you independently request of us (i.e., where we independently determine how any Personal Information is processed), then we manage your Personal Information according to what you have consented to and the terms of this policy. Whether acting as a Data Controller or a Data Processor, we maintain the privacy of your information and only use, share, transfer or store it as permitted.

How We Obtain Personal Information

Chamness WorldWide relies upon many sources of information to understand and meet your needs. We may receive Personal Information about you from:

- Chamness WorldWide clients
- You directly, when you talk with a Chamness Worldwide representative over the phone, through email or face-to-face;
- Your employer;
- Anyone who you have authorized to provide information

Regardless of its source, Chamness WorldWide will not process Personal Information without your consent.

Information Sharing & Storage

Depending on the services you are set to receive, your information may need to be shared, used, and/or stored globally. Your information will be retained as necessary to provide the services. This may include a period of time after the services are complete in order to comply with our regulatory, audit, contractual, and other legal obligations.

We may also share your Personal Information with these other organizations outside of Chamness WorldWide when required by law. For example, we may share personal information to:

- protect against fraud;
- respond to a subpoena or summons; or
- respond to law enforcement or regulatory authorities.

We will not disclose your Personal Information to anyone outside of Chamness WorldWide unless you have authorized us to do so or as otherwise indicated in this Policy or as required by law.

We maintain agreements with our external suppliers limiting the use of your Personal Information only for the purposes you have intended in providing the information. These suppliers are bound to uphold our standards and procedures regarding privacy under the terms of our agreements with them.

Right to Data Portability & Right to Be Forgotten

Chamness WorldWide provides you with a reasonable opportunity to access your own Personal Information, to correct that information if inaccurate, or to have it deleted as appropriate--subject to the exceptions stated below.

Reasonable access means, for example, that requests for access are made during normal business hours; that

you provide requested identification; and that requests are not excessive in number. If, at any time, Chamness WorldWide denies you access to any Personal Information, we will provide you with reasons for denying access and information about how you may make further inquiries. For instance, Chamness WorldWide reserves the right to deny access to information related to investigations or potential or actual litigation where the burden or expense of providing access would be disproportionate to the risks to the individual's privacy, or where the rights of other individuals would be violated. In order to update your information, please send your request by electronic mail to chamness@chamnessrelo.com, or by telephone to the number +1 855.242.6637.

You have the right to withdraw your consent or opt out of any use of your Personal Information at any time via the contact information above. If you opt out of this policy or otherwise decline to provide Personal Information, it may affect your receipt of services.

Data Integrity & Security

Chamness WorldWide will make every reasonable effort to keep Personal Information accurate while we are using that information to serve you. Chamness WorldWide appreciates your cooperation in maintaining complete and up-to-date Personal Information and will facilitate your efforts in this regard. Chamness WorldWide retains Personal Information for as long as we have determined it is needed for the purposes for which it was received or as required by contractual, record keeping, or other legal requirements.

We limit access to Personal Information about you to those employees who need to know that information to provide products and services to you. We do not sell your Personal Information.

We maintain physical, electronic, and procedural safeguards to protect your Personal Information. We regularly assess security standards and procedures to protect against unauthorized access to Personal Information.

We store your Personal Information on servers that may be located in various countries, but always in compliance with this policy and all applicable data privacy laws and regulations.

You should always safeguard your own Personal Information by protecting passwords used to access a Chamness WorldWide systems and by safely disposing of records and reports no longer needed.

Chamness WorldWide will notify and work with regulatory and/or law enforcement officials as required by law to address any issues or security breaches where they arise.

Verification

Employee training and internal procedures are in place to allow Chamness WorldWide to ensure compliance with its Privacy Policy. Chamness WorldWide provides for regular internal compliance reviews of its privacy practices, and Chamness WorldWide has a Data Protection Office that is responsible for privacy implementation and compliance. For assistance with privacy concerns, you may send comments by electronic mail to chamness@chamnessrelo.com, or by telephone at +1 855.242.6637.