

PRIVACY STATEMENT

Your privacy is important to Westerberg Global Mobility Services (WGMS). This privacy statement provides information about the personal information that WGMS collects, and the way which WGMS uses that personal information.

Personal Information Collection

WGMS may collect and use the following kinds of information including (but not limited to):

1. Personal information necessary for completing and submitting United States Customs documentation required for import of goods to the USA.
2. Personal information necessary for completing and submitting United States Customs documentation required for export of goods from the USA.
3. Personal information necessary to settle a household goods damage claim
4. Personal information necessary for importing and/or exporting goods in countries outside of the United States.
5. Personal information related to payment of outstanding charges due WGMS.
6. Personal information related to payment of damage claims, refunds or other funds.

Types of Documents/Information Collected include (but are not limited to):

- Customs documentation
- Copies of passports
- Copies of work visas
- EIN (Employee Identification Numbers)
- Social Security Numbers
- Residential and office addresses
- Contact phone numbers and email addresses
- Credit card or banking details
- Employment details (i.e. position/title, length and nature of employment, etc.)

Using Personal Information

WGMS may use your personal information to:

1. Assist with the import and/or export of your goods to and from the United States and other countries as required under our service agreement.
2. To settle a damage claim, refund or other funds for which WGMS is liable.
3. To process payment owed to WGMS as authorized.

Securing Your Data

- WGMS will take all reasonable technical and organizational precautions to prevent the loss, misuse or alteration of your personal information.
- WGMS will store all personal data/information you provide on secured servers.
- WGMS stores all paper documentation in a secured document storage facility.
- WGMS will not sell your personal data to any third party.
- WGMS minimizes the transfer of personal information to its supply chain. WGMS will only transmit personal information specific for that supply chain partner to complete their services on your/WGMS's behalf.

Disposal of Personal Data

WGMS keeps data in accordance with federal and state laws, after such time, electronic data is permanently deleted/destroyed, paper documents are shredded and destroyed.

Cross-Border Data Transfers

Information that WGMS collects may be stored and processed in, and transferred between, any of the countries in which WGMS operates in conjunction with the import and export of goods to enable the use of that information in accordance with this privacy policy.

By utilizing our services, you agree to such cross-border transfers of personal information.

Updating This Statement

WGMS may update or amend this privacy policy by posting a new version on our website:

www.nelsonwesterberg.com

You should check this page periodically to ensure you are familiar with any changes. This website contains links to other sites. WGMS is not responsible for the privacy policies or practices of any third party.

Upon utilizing WGMS's services, you agree to the use of your personal data as described above.

Contact WGMS

If you have questions about this privacy policy or WGMS's treatment of your personal information, please write to:

By email: info@westerberggms.com

By post: WGMS – 1500 Arthur Avenue, Elk Grove Village, IL 60007 USA

Westerberg Global Mobility Services

1500 Arthur Avenue, Suite 1W

Elk Grove Village, IL 60007 USA

Ph: (001) 847 364 1870 Fx: (001) 847 364 9270

www.westerberggms.com