



NFB International Relocations AS is a leading Norwegian provider of global moving services. With over 600 quality certified partners, covering over 100 countries and all continents, NFB is independent and free from commercial oriented partner alliances. We carefully select our trading partners solely based on quality to best protect the interest of our customers and ensure a smooth and trouble free international move, every time

It is not just a move, it is YOUR move!

### **Privacy Undertaking Consent form:**

This document sets out the Privacy Undertaking of NFB International Relocations to relocating individuals and their accompanying family members and provides for each relocating individual to acknowledge receipt of the undertaking and give permission to NFB International Relocations to gather and use their personal information for the purpose of providing relocation services to them and their accompanying family members.

### **Customer Privacy Policy:**

At NFB International Relocations, protecting your privacy is important to us. We understand and appreciate the trust and confidence you place in us and we take seriously our obligation to maintain the confidentiality and security of your personal information.

### **Collection of Personal Information by NFB International Relocations**

Collecting personal information from you is essential to our ability to offer you high-quality relocation services. As part of that process, we may collect personal information about you. Personal information includes information we receive from your employer, providers and yourself such as your name, current address, future address, banking information, your 11 digits personal ID number, date of birth and passport information, remuneration, among other. You do not have to provide us with your personal information; however, if you do not, we will be unable to provide you with relocation services that require this information.

### **Limited Use and Sharing of Personal Information by NFB International Relocations**

We use the personal information we collect to help us provide the services we have been contracted to deliver as identified in the relocation policy governing your transfer. Once we obtain personal information from you, we do not disclose it to any third party except as may be required to complete our service obligations to you. There also may be times when NFB International Relocations is required to disclose its customers' personal information, such as when complying with government federal, provincial, state or local laws, when complying with an inquiry by a governmental agency or regulator. Providing relocation services to you may require us to transfer your personal information across international boundaries. Typically, your personal information and passport copy is given to Customs Authorities in order to correctly customs clear your shipment and to our cooperating partner in the destination country.

### **Our Treatment of your Personal Information**

Our protection of your personal information extends beyond the period of your customer relationship with us. We are required by law to maintain our business records for a period of five years. All of these files are held in our security protected buildings for that required five years after which, they are destroyed. We will not disclose your information to non-affiliated third parties other than as required by law. If you inform us that you no longer

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#### **Members of:**

FIDI | PAIMA | IAM

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Company Reg No: 992 426 764

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consent to us using your personal information, we will cease doing so, subject to any retention obligations that may apply to us under applicable law.

### **Security of your Personal Information**

We maintain physical, electronic and procedural safeguards that comply with government federal and provincial or state regulations to safeguard your non-public personal information from unauthorized use or improper access.

### **Employee Access to your Personal Information**

We restrict access to your personal information to those employees who have a business need to know that information in order to provide services to you. Our employees are governed by a strict code of conduct and are required to maintain the confidentiality of customer information.

### **Your right to Access your own Personal Information**

You can request access to your Personal Data; To have your Personal Data corrected, updated or removed from our administration; Limit the processing of your data; Object to the processing; Transfer your data to you or a third party; Report misuse/abuse of your Personal Data; Appeal against automated decision-making, including profiling, if this is used in the processing of Personal Data. To process your request, you must provide NFB with you full name and details and submit your request to [post@nfbir.com](mailto:post@nfbir.com). Within one month of submitting your request, NFB will inform you of the follow-up given to this.

### **Applicable Law**

Any dispute or claim relating to the processing of Personal Data, this Privacy Statement or anything mentioned in it is governed by Norwegian law and falls under the exclusive jurisdiction of the district courts and courts of appeal in Bærum (Norway)

**Further Information** If you have any questions about how we use your personal information, please contact [post@nfbir.com](mailto:post@nfbir.com)