**DATA PROTECTION**

The Data Protection manual controls how our client’s personal information is used by our company, our supply chain and the government.

All Bergen staff are responsible for ensuring that any personal data which they hold is kept securely and personal information is not disclosed in any way and to any unauthorized third party.

Data that needs to be protected

* Name of client
* Company Name
* Contact Details (e.g. home address, telephone numbers, email address, date of birth, ID Number, etc..)
* Physical Characteristics

Everyone responsible for using data has to follow strict rules called ‘data protection principles’. They must make sure the information is:

* used fairly and lawfully
* used for limited, specifically stated purposes
* used in a way that is adequate, relevant and not excessive
* accurate
* kept for no longer than is absolutely necessary
* handled according to people’s data protection rights
* kept safe and secure
* not transferred outside our company without adequate protection
* And the protection of the following sensitive information needs to be stronger
	+ ethnic background
	+ political opinions
	+ religious beliefs
	+ health
	+ sexual health
	+ criminal records

NOTICE: We as Bergen International Movers Logistics AŞ collect valuable and private information from our corporate accounts and our clients, and will process this personal data to our employees, suppliers and business contacts; To execute customs export/import formalities, perform services such as packing/delivery etc and these information is vulnerable to a variety of risks, including loss, misuse, unauthorized access, and unauthorized disclosure. And this info needs to be strongly protected, as follows;

RESPONSIBLE PERSONNEL:

* + Management : Mrs. Sibel Lichtenberg
	+ Marketing & Sales : Mrs. Kristina Ozturk
	+ Finance Department : Ms. Suna Gurses

PROCEDURE: Information Collected from the client, validity period

* + - Personal data collected from our clients to perform packing, collection, delivery
			* Name and Surname
			* Telephone numbers
			* Email addresses
			* Home addresses
			* This information will be protected within our system, with all internationally accepted security measures, for the time necessary and will only be shared with suppliers, if needed for the transaction of your necessities.
			* This information will be erased and terminated, once the duration of your stay in Turkey is finalized.
		- Access of individuals to the data
			* All Data is being kept at a password protected program, operated by Mrs Kristina Ozturk (Plus Mrs Sibel Lichtenberg (Management) also has the password for security reasons)
			* Any data inquiry will be distributed by Mrs Kristina Ozturk
			* In case of an inquiry/review/update request from a client/company/staff; This can only be done in written to Mrs Kristina Ozturk
			* This data is being updated whenever a change occurs, such as customs information changes, company/client details changes and every year a thorough adjustment/update will be done by Mrs Kristina Ozturk to keep the info up to date
			* By signing our contract; the client/customer accepts us processing this personal data to our related employees, suppliers and business contacts, enabling us to carry out the terms of our contract
		- Legal documents collected to perform customs formalities
			* ID Number and Power of Attorney; to act on our client’s behalf at customs
			* Personal and company letters for customs applications
			* Packing lists to declare, for customs purposes
			* Referring to the Turkish Customs Code of 241/6-d, Bergen International Movers Logistics AS is obliged to **hold these documents for 5 (five) years**.
			* At the end of this period, we as Bergen International Movers Logistics AS will dispose these documents and information by shredding and after re-cycling
		- Financial Information
			* Company our client works for
			* Financial and Invoicing Details of our client and/or his/her company
			* Referring to the Turkish Commercial Code of 1602, Bergen International Movers Logistics AS is obliged to **hold these documents for 10 (ten) years.**
			* At the end of this period, we as Bergen International Movers Logistics AS will dispose these documents and information by shredding and after re-cycling