

## PRIVACY POLICY

### GENERAL

This Privacy Policy outlines how Global Mobility Moving AB (the “**Company**” or “**G-Moving**”) processes and uses personal data relating to you as a customer and to you as a representative of a company that is a customer, prospective customer, or partner to G-Moving. This Privacy Policy also outlines how G-Moving processes personal data relating to you as visitor of our website, [www.alltitransport.se](http://www.alltitransport.se), and to you as an applicant of a position with G-Moving (recruiting). Furthermore, this Privacy Policy details your rights and how you may exercise such rights against G-Moving. Should you have any questions regarding G-Moving’s privacy protection, please contact G-Moving by sending an e-mail to [gdpr@gmoving.se](mailto:gdpr@gmoving.se).

You should always be able to feel secure when disclosing your personal data to G-Moving. Through this Privacy Policy, G-Moving wishes to convey to you how G-Moving ensures that your personal data is processed in accordance with applicable legislation. G-Moving is committed to the protection of its customers’ privacy and endeavours to protect data subjects’ personal data by means of appropriate security measures.

### DATA CONTROLLER

Global Mobility Moving AB, company registration number 556639-6049, Danmarksgatan 47, 753 23 Uppsala, is the data controller of your personal data and is therefore responsible for ensuring that your personal data are processed lawfully and securely in accordance with applicable legislation. For contact information, please see the section titled “Contact” below.

G-Moving will during 2018 designate a data protection officer. The data protection officer’s tasks will include supervision of the data controller’s data processing to monitor compliance with applicable legislation.

## WHAT PERSONAL DATA IS COLLECTED?

### Customers

#### G-Moving

[info@gmoving.se](mailto:info@gmoving.se)  
[www.gmoving.se](http://www.gmoving.se)

Gothenburg: +46 31 107 360  
Stockholm: +46 8 38 50 50  
Uppsala: +46 18 20 58 00

For postal- and visiting address,  
please visit our website

VAT no. 556639604901



Harmony  
Relocation  
Network  
Proud  
Member

G-Moving collects and stores information about you as a customer that G-Moving needs to contact you and to perform its obligations towards you. Such information includes your name, postal address, e-mail address, telephone number, and customer number. When applicable, such information also includes your social security number for the administration of RUT tax deductions, and for customs declarations during transnational shipments. Your personal data is collected directly from you.

## Representatives of companies

G-Moving collects and stores information about you that G-Moving needs to contact you in your capacity as a representative of a company or an organisation. Such information includes your name, position, postal address, e-mail address, and telephone number. Your personal data are generally collected from the company or organisation that you represent, but occasionally directly from you. G-Moving also utilises external information services to, when necessary, supplement existing information with e.g. position and contact information.

## Visitors of our website

G-Moving collects information about you as a visitor of our website that we need to improve, simplify, and develop our website, and to make it more efficient. Such information includes IP-address, MAC-address, cookies, or other unit information. The personal data is collected in connection with your visit to our website.

## Recruitment

G-Moving collects information about you that we need to recruit the right persons to positions with the Company. Personal data that are collected for recruitment purposes include name, postal address, e-mail address, telephone number, CV, and other personal data that you chose to disclose to us.

## G-MOVING'S PROCESSING OF YOUR PERSONAL DATA (APPLICABLE TO CURRENT CUSTOMERS AND PARTNERS)

Personal data may be disclosed to us by you directly, or by the company that you represent when you, or the company that you represent, engage in business with us. G-Moving may also receive personal data relating to you from G-Moving's other customers or partners. The categories of personal data that we collect, the purposes for which we intend to process your personal data, and the legal basis for our processing of your personal data, are described below.

### G-Moving

info@gmoving.se  
www.gmoving.se

For postal- and visiting address,  
please visit our website

Gothenburg: +46 31 107 360  
Stockholm: +46 8 38 50 50  
Uppsala: +46 18 20 58 00

VAT no. 556639604901



Harmony  
Relocation  
Network  
Proud  
Member

Categories of personal data	Purpose for processing	Legal basis
<ul style="list-style-type: none"> <li>• <b>“Personal and contact information”</b>, such as name, social security number (if private customer), address, telephone number, e-mail address, position etc.</li> </ul>	To be able to contact you or a company representative for the performance of services, e.g. transportation of goods etc.	<p>The processing is necessary for the performance of our contract with you.</p> <p>The processing is necessary for the purposes of our legitimate interests to perform our contractual obligations under the agreement with the customer, and to administer our relationship with you or the company or organisation that you represent.</p>
<ul style="list-style-type: none"> <li>• <b>“Personal and contact information”</b>, such as name, social security number (if private customer), address, telephone number, e-mail address, position etc.</li> </ul>	To comply with legal duties, e.g. administration of RUT tax deductions, security requirements, and accounting requirements.	The processing is necessary for compliance with the Company’s legal obligations.
<ul style="list-style-type: none"> <li>• <b>“Personal and contact information”</b>, such as name, social security number (if private customer), address, telephone number, e-mail address, position etc.</li> </ul>	To enable marketing activities and customer analysis.	The processing is necessary for the purposes of our legitimate interest to market our services to the company that you represent, or to you as a private customer.
<ul style="list-style-type: none"> <li>• <b>“Payment information”</b>, such as account information etc.</li> </ul>	To be able to receive payments from you (only applies to private individuals with which we have a customer relationship).	The processing is necessary for the performance of our contract with you.
<ul style="list-style-type: none"> <li>• <b>“Information from credit assessment reports”</b>, (however, such information is not collected regarding partners, provided that no payments are made or shall be made by reason of the partnership).</li> </ul>	To be able to collect payment from customers and to ensure customers’ solvency.	The processing is necessary for the performance of our contract with our customer.



## G-Moving

info@gmoving.se  
www.gmoving.se

Gothenburg: +46 31 107 360  
Stockholm: +46 8 38 50 50  
Uppsala: +46 18 20 58 00

For postal- and visiting address,  
please visit our website

VAT no. 556639604901



Harmony  
Relocation  
Network  
Proud  
Member

Categories of personal data	Purpose for processing	Legal basis
<ul style="list-style-type: none"><li>• <b>“Personal and contact information and other requested information”</b>, such as name, social security number (if private customer), address, telephone number, e-mail address, transported goods etc.</li></ul>	To be able to comply with requests from customs authorities and other authorities in connection with transnational shipping, and to enable the performance of the shipping contract.	The personal data is processed with your consent.

## G-MOVING’S PROCESSING OF YOUR PERSONAL DATA (APPLICABLE TO PROSPECTIVE CUSTOMERS AND PARTNERS)

If we consider the company that you represent a prospective customer, we might collect personal data relating to you as a company representative. We may then collect the data from public sources, such as the webpage of the company that you represent or from the Swedish Companies Registration Office (Sw. Bolagsverket). G-Moving may also receive personal data relating to you from G-Moving’s customers or partners. The categories of personal data that we collect, the purposes for which we intend to process your personal data, and the legal basis for our processing of your personal data, are described below.

Categories of personal data	Purpose for processing	Legal basis
<ul style="list-style-type: none"><li>• <b>“Personal and contact information”</b>, such as name, social security number (if private customer), address, telephone number, e-mail address, position etc.</li></ul>	To enable marketing activities.	The processing is necessary for the purposes of G-Moving’s legitimate interest to market our goods and services to the company the you represent, or to you as a private customer.

## VISITORS OF OUR WEBPAGE

### G-Moving

info@gmoving.se  
www.gmoving.se

Gothenburg: +46 31 107 360  
Stockholm: +46 8 38 50 50  
Uppsala: +46 18 20 58 00

For postal- and visiting address,  
please visit our website

VAT no. 556639604901



Harmony  
Relocation  
Network  
Proud  
Member

Categories of personal data	Purpose for processing	Legal basis
<ul style="list-style-type: none"><li>• <b>“Unit information”</b>, such as IP-address, MAC-address, cookies etc.</li></ul>	To develop our webpage (www.allttransport.se) by adapting it based on how it is used.	The processing is necessary for the purposes of G-Moving’s legitimate interests to improve, develop, and simplify our webpage, and to make it more efficient, for the purpose of attracting more customers/partners and to enhance the number of recurring customers/partners.

## INDIVIDUALS APPLYING FOR A POSITION WITH G-MOVING

Categories of personal data	Purpose for processing	Legal basis
<ul style="list-style-type: none"><li>• <b>“Personal and contact information”</b>, such as name, address, telephone number, e-mail address, CV, and other information that you chose to disclose with us.</li></ul>	To, in connection with recruitment, determine who is most suited for a position and to ensure that the relevant person has the necessary skills and qualifications.	The processing is necessary for the purposes of G-Moving’s legitimate interests to recruit the right persons and to ensure that the Company’s employees have the necessary qualifications.

## STORAGE PERIODS

G-Moving will not store your personal data for a longer period than is necessary to fulfil the purposes for which the data were collected, or for such longer period that G-Moving is required to store your personal data by law, or as is necessary for the establishment, exercise or defence of G-Moving’s legal claims. After such period your personal data will be erased. However, to comply with applicable accounting legislation, some personal data will be kept for seven years following the end of the calendar year that the financial year, to which the information was related, ended.

Contact information to company representatives is stored during such period as is deemed necessary by the Company to maintain the relationship with the company or organisation represented. The personal data shall be erased when the Company receives information

### G-Moving

info@gmoving.se  
www.gmoving.se

Gothenburg: +46 31 107 360  
Stockholm: +46 8 38 50 50  
Uppsala: +46 18 20 58 00

For postal- and visiting address,  
please visit our website

VAT no. 556639604901



Harmony  
Relocation  
Network  
Proud  
Member

that the personal data is no longer relevant for the purposes for the processing, or at the request of the company representative.

## TRANSFERS OF PERSONAL DATA TO THIRD PARTIES AND THIRD COUNTRIES

G-Moving does not disclose personal data to third parties, except when such disclosure is necessary due to legal obligations, or for the performance of G-Moving's obligations toward you as a customer. Your personal data will not be transferred or sold to third parties for advertising purposes. Situations where your personal data may be disclosed with third parties are set out below.

Third party	The reason for which the personal data is disclosed
Suppliers of cloud computing services	G-Moving stores its information in cloud computing services. Hence, your personal data may be disclosed to suppliers of such cloud computing services (e.g. Google and Dropbox).
Suppliers and partners	G-Moving may disclose your personal data to various suppliers in our business. This will be the case when the suppliers or partners need your personal data to perform their obligations towards G-Moving.
Authorities	Personal data may be disclosed with authorities when such disclosure is necessary to comply with legal duties.
Customs authorities and other authorities	Personal data may be disclosed with customs authorities and other authorities in connection with transnational shipping to enable customs clearance and transport to the agreed destination.

G-Moving endeavours to process your personal data within the EU/EEA. G-Moving does not transfer your personal data to countries outside of the EU/EEA, except as described below. If personal data is transferred to a country outside of the EU/EEA, G-Moving will take measures to ensure that the personal data continues to be protected and will also take the measures required to lawfully transfer the personal data to countries outside of the EU/EEA.

### G-Moving

info@gmoving.se  
www.gmoving.se

For postal- and visiting address,  
please visit our website

Gothenburg: +46 31 107 360  
Stockholm: +46 8 38 50 50  
Uppsala: +46 18 20 58 00

VAT no. 556639604901



Harmony  
Relocation  
Network  
Proud  
Member

G-Moving has ensured that your rights are guaranteed when personal data is transferred to the USA by, inter alia, Google's and Dropbox's adherence to the EU-US Privacy Shield Framework. For further information, please visit [www.privacyshield.gov](http://www.privacyshield.gov).

## SOCIAL MEDIA

Regarding personal data occurring and processed on social media, such as Facebook, Instagram, and LinkedIn, we refer users to the policy of each service for information on how they process personal data. According to G-Moving, the purpose for the processing is that jobseekers, existing and prospective customers, and partners of G-Moving shall be able to interact and have contact with G-Moving through social media. Such activities are carried out for the benefit of achieving a close relationship with customers and partners where G-Moving's customer service is available through several channels. The processing is necessary for G-Moving's legitimate interests of marketing its goods and services to jobseekers, existing and prospective customers, and partners, and to offer existing customers a modern customer service.

## YOUR RIGHTS

Provided that G-Moving is the data processor, you have the right to – at any time and without charge – obtain an excerpt with information on what personal data concerning you are being processed, the purposes of the processing, the source(s) from which the data has been collected, and to which recipients the data has been or will be disclosed. You also have right to obtain information on the envisaged period for which the personal data will be stored, or the criteria used to determine that period. A request to obtain such information shall be made in writing and be sent to G-Moving at the address provided under the section titled "Contact" below.

You have the right to data portability, i.e. a right to in some circumstances receive your personal data in a structured, commonly used and machine-readable format and transmit those data to another controller.

G-Moving will at your request, or at its own initiative, rectify, anonymise, complete, or erase data that are discovered to be inaccurate, incomplete or misleading. In some circumstances, G-Moving is obliged to process your personal data even though you have requested that they be erased. Under some circumstances, you have the right to request that the processing of your personal data is restricted, and a right to object to further

### G-Moving

info@gmoving.se  
www.gmoving.se

For postal- and visiting address,  
please visit our website

Gothenburg: +46 31 107 360  
Stockholm: +46 8 38 50 50  
Uppsala: +46 18 20 58 00

VAT no. 556639604901



Harmony  
Relocation  
Network  
Proud  
Member



processing to the extent permitted by applicable data protection legislation (e.g. if you question if the personal data are correct or the legality for the processing).

If you wish to exercise any of the above rights, or if you have any questions regarding personal data processed by G-Moving, or regarding this Privacy Policy, do not hesitate to contact G-Moving (for contact information, please see the section titled "Contact" below).

Please contact G-Moving if you are dissatisfied with G-Moving's processing of your personal data, upon which G-Moving will do its best to respond to your complaints. Your integrity is very important to G-Moving, and G-Moving endeavours to protect your personal data in a relevant and secure manner. Nevertheless, if G-Moving, in your opinion, fails in this endeavour, please note that you also have the right to file a complaint with the Swedish Data Protection Authority (Sw. Datainspektionen).

## COOKIES

G-Moving uses technology that is similar to cookies to provide certain functions on the Company's webpages, e.g. [www.gmoving.se](http://www.gmoving.se), and to improve our webpage and deliver better and more personal service. The information is stored in a file containing encrypted login and access information. The information is used for automatic login and to remember any chosen settings on the webpage. G-Moving uses cookies in accordance with G-Moving's Cookie Policy. For further information, please visit [www.gmoving.se](http://www.gmoving.se).

## LINKS TO OTHER WEBPAGES

There may be clickable links on [www.gmoving.se](http://www.gmoving.se) to external webpages over which G-Moving does not have significant control. These are not covered by this Privacy Policy. G-Moving does not assume any responsibility for the content of webpages to which there are links on [www.gmoving.se](http://www.gmoving.se).

## CONTACT

Should you have any questions on how G-Moving processes your personal data, or if you wish to exercise your rights, please contact G-Moving by e-mail at [gdpr@gmoving.se](mailto:gdpr@gmoving.se), by telephone at +46 8 38 40 40, or by post at Global Mobility Moving AB, Danmarksgatan 47, 75323 Uppsala.

### G-Moving

[info@gmoving.se](mailto:info@gmoving.se)  
[www.gmoving.se](http://www.gmoving.se)

For postal- and visiting address,  
please visit our website

Gothenburg: +46 31 107 360  
Stockholm: +46 8 38 50 50  
Uppsala: +46 18 20 58 00

VAT no. 556639604901



Harmony  
Relocation  
Network  
Proud  
Member



## CHANGES

G-Moving reserves the right to make changes to this Privacy Policy at any time. If changes are made to this Privacy Policy, G-Moving will publish the amended Privacy Policy on [www.gmoving.se](http://www.gmoving.se) along with information on when the amendments will become effective.

*Last updated: 2018-11-02*



### G-Moving

[info@gmoving.se](mailto:info@gmoving.se)  
[www.gmoving.se](http://www.gmoving.se)

For postal- and visiting address,  
please visit our website

Gothenburg: +46 31 107 360  
Stockholm: +46 8 38 50 50  
Uppsala: +46 18 20 58 00

VAT no. 556639604901

