

Privacy and Data Collection

- **Collecting information – the sort of personal information you gather and why**

Generally, we collect personal information in order to properly and efficiently carry out one or more of our functions. We only use personal information for the purpose(s) for which it was given to us and for directly related purposes (unless otherwise required or authorized by or under law); as consented to by you or if a permitted general situation exists.

The information or documents collected are based on the clients approval and clear knowledge of how will it be used and for which purpose.

Clients giving out their personal documents are aware of the exact timing of returning the documents back

- **Using and disclosing information – when and how personal information is accessed**

In the Main, clients and their companies agree on the procedure of when and where documents and information will be collected by our Company.

They usually have exact time and date to ensure the collection of documents.

Clients hand out the documents to our company themselves.

Information is used for a specific function based on the service required by the client and handed back to client based on the prior agreement and return policy of our company, clients sign on a document furnished by our company proofing the date and person who has received the documents.

Once the information or documents collected are used and suffice. Then it is disclosed.

- **Who can access personal information**

Personal information gathered from clients, is only used and transmitted within our company and our employees for a specific use and function based on the clients knowledge and agreement.

United Trans SAE has a close circuit in personal receiving /handling / transmitting the documents and passports form/to clients;

- 1- All passports and related documents are only collected by company messengers against a signed receipt.
- 2- Such documents are recorded in a system that has all dates, signatures done manually within our employees to deal with clients and authorities.
- 3- We are using the same way, in our return police, after the documents are used for the specific purpose; we return it back with our messenger, the passport and personal documents to the client.
- 4- Our personnel have signed declaration of privacy and non disclosure of information.