

GDPR STATEMENT OF CLOVER

At Clover, we take our obligations under data protection and privacy laws seriously. This includes the General Data Protection Regulation (GDPR) and other applicable laws. If you are currently opted in to receive communications from Clover and would like to opt out of receiving such information, you can do so by [IT Department](#). Our data protection representatives can be contacted directly by phone +58 212 9031399

WHAT INFORMATION IS COLLECTED?

We gather and use personal information to provide you with the logistics services you have requested, or to offer additional products and services we believe you might be interested in. Providing us with your personal information is always your choice. Most of the information we collect comes to us directly from you, and only with your consent. For example, when you request a quotation or purchase online, through telephone conversations, or in person, we will ask you to provide the information that enables us to complete your request or to provide you with better service. These same principles also apply to our business partners. The types of information we may ask for depends on the nature of your request. Information that is essential for fulfilling most logistics requests and transactions typically includes your name, passport or visa, mailing address, e-mail address, telephone number(s), date of birth, powers of attorney, financial and credit references, corporate information, social security number, license information, bank accounts, credit card numbers and expiry date. We may also request additional information to help us provide you with advice and information about other products and services that we believe would interest you. When you visit our web site, information is not collected that could identify you personally unless you choose to provide it voluntarily. You are welcome to browse these Web sites at any time anonymously and privately without revealing any personal information about yourself. All the information you provide to us is securely maintained and is kept strictly confidential. Clover will never collect this information from you without your knowledge and consent. You always have the right to decline to disclose any or all of the requested information.

CHILDREN UNDER AGE 18

Clover does not knowingly collect or solicit personal information from anyone under the age of 18 or knowingly allow such persons to register or provide Clover with information. If you are under 18, please do not attempt to register on Clover's Web Site or send any information about yourself to us, including your name, passport or visa, mailing address, e-mail address, telephone number(s), date of birth, powers of attorney, financial and credit references, corporate information, social security number, license information, bank accounts, credit card numbers and expiry date. No one under age 18 may provide any personal information to Clover. In the event that we learn that we have collected personal information from a child under age 18 without verification of parental consent, we will delete that information. If you believe that we have any information from or about a child under 18, please contact us using the contact information listed herein.

CONSENT

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified. Consent is required for Clover to process personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used. You may be asked periodically to confirm your consent. You may withdraw consent at any time by [contacting us](#) and stating you wish to withdraw your consent. You may also update your preferences on any email communications you may receive from us.

ACCEPTANCE OF THIS POLICY

By using the Clover Web Site, you agree to this policy. We reserve the right, at our discretion, to change, modify, add, or remove portions from this policy at any time. Your continued use of the Clover Web Site following the posting of changes to these terms on this site means you accept these changes.

OTHER SITES

The Clover Web Site may contain links to other sites. Other sites may also reference or link to the Clover Web Site. Clover is not responsible for the privacy practices or the content of such other sites. Any information you may disclose at these other sites is not governed by this privacy policy. We encourage you to review these policies at any site you visit.

DISCLOSURE

Clover will not pass on your personal data to third parties without first obtaining your consent. The following third parties will receive your personal data for the following purpose(s) as part of the processing activities: Suppliers which require the data as part of a booking process, partners whose products form part of your logistics and accommodation preferences, governmental entities requesting information, customs brokers, freight forwards, and credit reference parties.

RETENTION PERIOD

Clover will process personal data for the duration of your booking process and stay and/or employment and marketing. We will store the personal data for a minimum of 7 years depending on financial transactions and government requirements.

YOUR RIGHTS AS A DATA SUBJECT

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.

- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organization.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review – in the event that Clover refuses your request under rights of access. All of the above requests will be forwarded on should there be a third party involved in the processing of your personal data.

COMPLAINTS

In the event that you wish to make a complaint about how your personal data is being processed by Clover, or how your complaint has been handled, you have the right to lodge a complaint directly with Clover's data protection representatives. Telephone:
Address: +58 212-9031399