

## Data Protection Letter

[ON CUSTOMER'S LETTERHEAD]

### **DATA PROTECTION LETTER**

[INSERT CUSTOMER NAME] (“**us / we**”) have appointed McNoah Limited (Trading as Proplynx) incorporated in England and Wales and whose registered address is 601 International House, 223 Regent Street, London W1B 2QD, United Kingdom and its subsidiaries to assist us with your immigration, moving, relocation and/or assignment (as applicable) and to provide certain services (“**Services**”) in connection with the same.

In order for Proplynx to provide its Services it may be necessary for Proplynx to collect and process your personal data (including sensitive personal data) about you, and (where relevant to the Service) certain members of your family, on our behalf.

Sensitive personal data may include, for example, data about criminal convictions for visa applications (where required to be provided under law) and information you tell us as part of your relocation or other service preferences (for example, your preferred choice of religious schools or proximity to certain places of worship).

This personal data may be shared with, amongst others, us, and our (and/or Proplynx's) suppliers and other business partners in connection with the Services, and/or transferred to, and stored or processed at, either origin or destination countries, outside of the European Economic Area.

For the purpose of applicable data protection law, and unless we notify you otherwise, the data controller of your personal data, for these purposes, will be *[INSERT NAME OF CUSTOMER ENTITY WHICH WILL BE ACTING AS DATA CONTROLLER] of [ADDRESS]*.

If you have any questions relating to this letter or the Services, or if you wish to access or request access to information concerning you in order to have it corrected, modified or deleted, or to tell us to stop processing your personal data, please do not hesitate to contact *[INSERT NAME AND CONTACT DETAILS OF CUSTOMER CONTACT]*.

For more information on how we process your personal data, please refer to our *[privacy policy / employee handbook / data protection policy – AMEND AS APPLICABLE]*, a copy of which is available on request.

For more information on how Proplynx processes your personal data, please refer to the Proplynx privacy policy (a copy of which is available on request). By signing this letter, you are indicating:

1. You consent to us, and Proplynx, processing you and your family's personal data, including your sensitive data where relevant, in the manner and for the purposes stated above (including as the case may be for transfers outside the EEA); and

2. That you are authorised to provide this consent on behalf of your relevant family members. Please return a signed copy of this letter within 5 days of receipt (a signed, scanned copy is acceptable) and keep a copy for your records.

Yours sincerely,

[CUSTOMER]