



KEEL MARINE LTD

Naval Architects, Marine Engineers and Surveyors

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Registered in England No 00721735
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Keel Marine Ltd Privacy Policy

Keel Marine Ltd value our clients and are committed to protecting your privacy any personal information you give us.

Below we have answered a range of questions to help you better understand how we protect your personal information:

What information do we collect?

Personal information is any information that can be used to identify you. This personal information may include your name, email address, postal address, telephone or mobile number.

Keeping your information up to date

To make sure we always have the most up-to-date information about how to contact you, we may also, from time to time, update our records to reflect any changes to your personal information.

This information will have come directly from you, we do not collect data from third parties, we do NOT buy or use sales lists.

How do we use your personal information?

To provide you with information, seasonal greetings, services or products you've requested or which we feel may interest you.

How do we use cookies?

We do not use cookies on our web site, although non-personal information may be gathered for the purposes of data analytics. This data is not personal and cannot be used to identify any individual.

How long do we keep your personal data?

Your personal information will not be retained by Keel Marine Ltd for longer than necessary in relation to the purposes for which it was originally collected, or for which it was further processed.

We review our data retention periods for personal information annually.

How will we contact you?

We will only contact you in the normal course of our business or to inform you of changes to our policies or services that we offer.

However, of course, we will not contact you again if you ask us not to. You can contact us to change your contact preferences by emailing us at gdpr@keelmarine.com.

How will we handle your information and other organisations?

No personal data is disclosed either verbally or in writing, accidentally or otherwise, to any unauthorised third party.

All practical and reasonable steps are taken to ensure that contractors, short term or voluntary staff do not have access to any personal data beyond what is essential for the work to be carried out properly.

Sharing your information – keeping your information safe

We may need to share your information with third parties. This may be for a variety of reasons but will always be to enable us to undertake our statutory functions.

When your information is shared it will be done so in line with the Act. You are entitled to know why and how we are sharing your information and the organisation or individual receiving your information will be required to protect your information in line with the Act.

Where we use an external service provider to act on our behalf, we will disclose only the personal information necessary to deliver the service.

We may disclose your personal information where we are legally obliged to.

Following links to third party web sites

Our website may include links to other websites, not owned or managed by Keel Marine Ltd. Whilst we try our best to only link to reputable websites we cannot be held responsible for the privacy of data collected by sites not managed by Keel Marine Ltd, nor can we accept responsibility or liability for those policies. For this reason you should consult the privacy policy on any external website you link to before you submit any data to those websites.

Where do we store your information?

Your information is stored electronically, the electronic system can be accessed by those employed by Keel Marine Ltd.

The personal information collected from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by individuals operating outside the EEA who work for us or are working on our behalf.

By submitting your personal data, you agree to this transfer, storing and processing at a location outside the European Economic Area.

Unfortunately, the transmission of information via the Internet is never 100% secure and we cannot guarantee the security of your data transmitted to us over the internet. This means any such transmission is at your own risk.

Your Rights

If you wish to exercise any of your rights, as listed below please write to us at gdpr@keelmarine.com:

- a. Access to your personal information;
- b. Objection to processing of your personal information;
- c. Objection to automated decision-making and profiling;
- d. Restriction of processing of your personal information;
- e. Your personal data portability;

- f. Rectification of your personal information; and
- g. Erasure of your personal information.

If you make a request relating to any of the rights listed above, we will consider each request in accordance with all applicable data protection laws and regulations. No administration fee will be charged for considering and/or complying with such a request unless the request is deemed to be excessive in nature.

Upon successful verification of your identity you are entitled to obtain the following information about your own personal information:

- a. The purposes of the collection, processing, use and storage of your personal data. The source(s) of the personal information, if it was not obtained from you.
- b. The categories of personal data stored about you.
- c. The recipients or categories of recipients to whom your personal data has been or may be transmitted, along with the location of those recipients.
- d. The envisaged period of storage for your personal data or the rationale for determining the storage period.
- e. The use of any automated decision-making and/or profiling.

You can make the above request by emailing gdpr@keelmarine.com or by writing to:

Data Protection
Keel Marine Ltd
Ridgeway office Park
Unit 6 – 8 Bedford Road
Petersfield
Hants
GU32 3QF

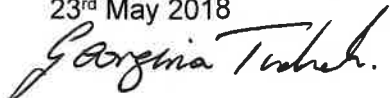
We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

This policy will be updated as necessary to reflect best practice or future amendments made to the General Data Protection Regulation (GDPR) May 2018.

Please follow this link to the ICO's website (www.ico.gov.uk) which provides further detailed guidance on a range of topics including individuals' rights, exemptions from the Act, dealing with subject access requests, how to handle requests from third parties for personal data to be disclosed etc. In particular, you may find it helpful to read the Guide to Data Protection which is available from the website.

Policy prepared by:

Name Georgina Tidmarsh
 Office Manager

Date: 23rd May 2018
Signed: 

Approved

Name Laurence Hildesley
 Managing Director

Date: 23rd May 2018
Signed: 