

## **PRIVACY POLICY**

Please read this policy carefully as it applies to the way we work with you.

It applies to our customers, suppliers, staff and all persons we have dealings with. If you need to share personal information about someone the privacy policy will apply to that person or organisation.

### **Your Data**

#### **What**

We collect basic personal data about you which does not include any special categories of personal information about you (known as Special Category Data). This does however include name, address, email, telephone number, financial information (including payment information such as your bank details).

#### **Why**

We only use your personal data with your consent, or where it is necessary to:

- Enter into, or perform, a contract with you
- Comply with our legal duty
- Protect your/our vital interests
- Protect our own (or third party's) lawful interests, provided your rights don't override these.

In any event, we'll only use your information for the purpose or purposes it was collected for (or for closely related purposes) and we may process personal information for certain legitimate business purposes.

#### **Where**

We are based in the UK and we store our data within the EU.

#### **Security**

We work with many trusted service providers who carry out services on our behalf. It is in our legitimate interests as a business to work with these service providers since we may not have the capabilities to provide these services ourselves. In each case, we will ensure that the service provider is only allowed to use your personal data to provide the services to us and for no other purpose.

We may share your data with these organisations but only if we have a proper reason to do so. The reason being: To fulfil our contract to provide services to you, when you consent to it – when you agree for us to contact you to advise you of events, when we have a legal duty – to obey laws and regulations that apply to us and when it's in the legitimate interests of the firm or of a third party – to run our business in an efficient and proper way.

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Your data may be shared with our partners outside of the EU. It will only be done so if it is:

- Made with your informed consent;
- Necessary for the performance of a contract between you and the organisation or for the pre-contractual steps taken at your request;
- Necessary for the performance of a contract made in the interests of you between the controller and another person;

Personal Data processed for compliance will be kept by KD Marine for the period required by the specific obligation or by the applicable law.

### Retention

We will not retain your data for longer than is necessary to fulfil the purpose it is intended for. To determine the appropriate retention period, we will consider the amount, nature and sensitivity of the data. When we no longer need your personal data, we will securely delete or destroy it. However it may be necessary to store the personal data for a longer period to protect the company's interests in any legal liability cases or investigation by law enforcement agencies or regulators.

### Your Rights

You can object, access, amend, correct and withdraw your personal information at anytime.

It you wish to exercise any of your rights please contact our HR team [kdmhr@kdmarine.com](mailto:kdmhr@kdmarine.com)

H C Petersen



**Managing Director**

**Date: 24/09/2019**

**Review: September 2020**