

## **Maritime London Privacy Policy**

Maritime London Ltd (hereafter 'Maritime London') need to gather and use certain information about individuals in order to deliver our services.

This Privacy Policy applies to all living persons whose data we hold in their capacity as private individuals and forms part of our efforts to ensure that we comply with data protection regulations and with our Data Protection Policy. How we handle personal data relating to individuals who are members or prospective members of Maritime London is explained in our Legitimate Interest Assessment.

Maritime London is subject to the General Data Protection Regulations (GDPR) which came into force in the UK in May 2018, establishing new standards for the processing of the personal data of EU citizens.

This Privacy Policy explains how we use and protect your personal data if you are a private individual regardless of your nationality.

We reserve the right to revise or supplement this Privacy Policy from time to time at our sole discretion.

### **General Provisions**

By providing your personal data to us, you consent to the use, processing and transfer of your information on the terms set out in this Privacy Policy. If you do not agree to our processing of your data in the manner outlined below, please do not submit any personal data to us.

You may ask us at any time to delete your data by exercising your right to be forgotten.

Only our employees who need access to personal data to perform a specific job are granted access to your information and they are all aware of the importance of data privacy and security and of their and our obligations under data protection regulations.

Maritime London is committed to protecting the privacy of all users of our website but whilst we take what we believe are the usual prudent precautions to protect our users' personal data and information, the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the internet.

Maritime London uses cloud-computing services, an external website development company and an external PR and communications consultancy. Maritime London ensures that such suppliers and their personnel are aware of their and our data protection obligations and that they are contractually obliged to take appropriate data protection precautions.

### **What we use your data for**

Your personal data is held, used and disclosed by us in the conduct of our business to provide our services to you including the following:

**News Periodical:** Maritime London will send you our fortnightly newsletter London Matters - a fortnightly e-newsletter that highlights the latest news from members and the wider market. This newsletter is managed by a dynamic database and is sent exclusively to those working in the maritime industries. If you do not want to continue receiving London Matters, there is an unsubscribe link at the foot of every edition.

**Member news, association news and events:** Members of Maritime London and prospective members who have requested to do so will receive regular communications, covering Maritime London and member news, Maritime London and member events and appropriate third party events.

**Disclosure to authorities:** We may release personal data where required to do so by regulatory or law enforcement agencies.

### **How long we will keep your data**

Maritime London commits to clean our data through an annual data audit.

### **What are your rights?**

Should you no longer have any interest in our services, you have the right to ask us to delete your data and 'to be forgotten' at any time. We will undertake that task without delay.

You have the right to make a Subject Access Request at any time by writing to Maritime London's Data Protection Lead. Requests will be responded to as prescribed by GDPR.

If at any point you believe the information we process on you is incorrect you may request to see this information and have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Lead who will investigate the matter.

Upon any contact with us, we reserve the right to require verification of your identity and to ask you to put your request in writing

### **Contacting us**

Please submit any questions or concerns you have about this Privacy Policy or any requests concerning your personal data to our Data Protection Lead by email to [enquiries@maritimelondon.com](mailto:enquiries@maritimelondon.com) .