

# **Marine & General Engineers Limited - Privacy Notice**

## **General**

This Privacy Notice sets out how Marine & General Engineers Limited “Marine & General” processes data, whether on individuals (including personal data in respect of individuals who are customers, or third parties that Marine & General interacts with, or any individual who is connected to these parties (“data subject”) or otherwise. Where the data held are on individuals, this notice also sets out the rights of those individuals in respect of personal data.

Any questions in relation to this Privacy Notice or requests in respect of personal data should be directed by email to [informationofficer@mge.gg](mailto:informationofficer@mge.gg)

We take data protection seriously and abide by the Data Protection (Bailiwick of Guernsey) Law 2017. We will only use the information that we collect about you from any online enquiry forms in accordance with this law. By using our website or by holding a “customer” account with us you are agreeing for us to hold your personal data which enables us to identify you as a customer, communicate with you and process/deliver/collect goods and services purchased by you or your company.

We are listed in The Office of The Data Protection Commissioner under the number 10224.

## **The data we hold**

The personal data which is held by us includes:-

Full name

Address

Home, work, mobile telephone numbers

Fax number

Email address

Boat name, make and model, engine/drive serial number/s and other relevant information

Any other information you may provide to us

Bank details for standing order purposes including:-

Bank name & address

Sort code number

Account name

Account number

## Purposes of processing

| Purpose  | Lawful Basis For Processing  |
|--|--|
| To enter into customer relationships and provide services & goods.   | <p>Any one of the following:</p> <p>The legitimate interest of Marine &amp; General as a provider of services and goods to process personal data for the purpose of providing those goods and services</p> <p>In instances where an individual has been provided with this Privacy Notice and provides personal data thereafter, the processing may be carried out on the basis of consent. Consent may be withdrawn at any time by writing in email to <a href="mailto:informationofficer@mge.gg">informationofficer@mge.gg</a></p> <p>The processing is necessary for legal proceedings, the obtaining of legal advice or establishing, exercising or defending legal rights</p> <p>Where the customer is an individual: to fulfil the contract we have entered into with the individual to provide goods and or services.</p> |
| To ensure the security of Marine & General systems, staff and premises (including the use of CCTV equipment)   | The legitimate interest of Marine & General in protecting its systems, staff and premises from being misused or the victim of any criminal activity  |
| To provide our customers with marketing material and to invite contacts to events which may be of interest to them, and to manage such mailings and events | <p>The legitimate interests of Marine &amp; General as a provider of goods and services to process personal data to communicate with persons on topics and events which may be of interest to those individuals</p> <p>The right of those individuals to unsubscribe from mailings and/or manage preferences will be noted and any requests to unsubscribe may be made by emailing <a href="mailto:informationofficer@mge.gg">informationofficer@mge.gg</a></p>  |
| To meet all legal, regulatory and ethical obligations applicable to Marine & General   | The legitimate interests of Marine & General as a provider of goods and services to process data to the extent necessary to ensure it meets all legal, regulatory and ethical obligations incumbent on it  |

## Sources & recipients of data

The sources of data may include customers or third parties connected to the data subject (for example another goods/service provider who provides services to the data subject) or open-source material.

Reasonable endeavours are made to ensure that data is only accessible by those with a need for access to fulfil the purposes set out above. Requests for access to be restricted in any particular manner should be made by email to [informationofficer@mge.gg](mailto:informationofficer@mge.gg) and will be considered and, where possible with reference to legal and regulatory obligations, actioned.

The following is a list of potential recipients of data (in each case including respective employees, directors and officers):

- Any sub-contractors, agents or service providers of Marine & General
- Courts or tribunals
- Third parties with whom Marine & General engages for the hosting of events or other marketing initiatives
- Law enforcement agencies where considered necessary for Marine & General to fulfil legal obligations applicable to it
- Regulators or other governmental or supervisory bodies with a legal right to the material or a legitimate interest in any material

Where Marine & General is entering into an engagement with a third party pursuant to which data may be processed by that third party, we will seek to enter into an agreement with that third party setting out the respective obligations of each party and will seek to be reasonably satisfied that the third party has measures in place to protect data against unauthorised or accidental use, access, disclosure, damage, loss or destruction.

In the event that any such third party is outside of the European Union and where the data being transferred would include personal data which would be protected under applicable Data Protection regulation we will ensure we meet the relevant requirements of that Data Protection regulation prior to carrying out any such transfer. This may include only transferring the data where we are satisfied that:

- the non-European Union country has Data Protection laws similar to the laws in the European Union;
- the recipient has agreed through contract to protect the information in the same Data Protection standards as the European Union;
- we have obtained consent from relevant data subjects to the transfer; or
- if transferred to the United States of America, the transfer will be to organizations that are part of the Privacy Shield.

### **Rights of data subjects**

Any such data subject wishing to exercise any rights under applicable data protection laws (including the right to withdraw any consent to processing previously given; the right of access to data; or to have data corrected, updated, rectified or erased; or for access to data to be restricted or provided to any third party; or to object to any particular processing) should send the request by email to [informationofficer@mge.gg](mailto:informationofficer@mge.gg). We will never sell your personal data to a third party.

### **Retention**

Personal information that we process for any purpose will not be kept for longer than is necessary.

Any requests for further information in relation to the continued processing of specific data, and requests for destruction of data, should be made to [informationofficer@mge.gg](mailto:informationofficer@mge.gg)

## **Cookies**

This Site may contain links or references to other Websites. Please be aware that we have no control over these sites and our privacy policy does not apply to these sites.

"Cookies" are pieces of information that are placed on an individual's computer hard drive to enable the individual more easily to communicate and interact with the Site. We may use cookies to customise your experience on the Site. We may also use cookies to record how many times a user has visited our Site and what pages the user has accessed. You may, however, disallow receiving cookies at any time through your web browser. It is not our intention to use cookies to retrieve information that is unrelated to our Site or your interaction with our Site. We use log files to build pictures of how our site is used that help us to monitor and improve the service. We cannot identify you from your log files.

We may collect your IP (Internet Protocol) address to help diagnose problems with our server, and to administer our Site. An IP address is a number that is assigned to your computer when you use the Internet. This information does not contain any personally identifiable information about you. Your IP address is also used to help identify you during a particular session and to gather broad demographic data.

## **Contact details**

Marine & General has an Information Officer and all enquiries in respect of the Privacy Notice or any request to exercise any of the rights set out above should be emailed to the Information Officer via [informationofficer@mge.gg](mailto:informationofficer@mge.gg) or by post at

Information Officer, Marine & General Engineers Limited, PO Box 470, The Shipyard, St Sampsons, Guernsey GY1 6AT

## **Changes to this Privacy Notice**

We keep this privacy notice under review and any updates will appear on our website at [www.mge.gg](http://www.mge.gg).

Last updated: 20 August 2019