

## PRIVACY & DATA PROTECTION POLICY STATEMENT

Marine and Risk Consultants (Marico Marine) needs to gather, retain and use certain information about companies and individuals.

These can include clients, suppliers, business contacts and other people the organisation has a business relationship with or may need to contact.

This policy describes how this personal data is collected, handled and stored to meet the company's data protection standards, and to comply with the law.

The policy ensures that Marico Marine:

- Complies with General Data Protection Regulation (GDPR) and follows good practice;
- Protects the rights of clients and partners;
- Is open about how it stores and processes the data it holds;
- Protects itself from the risks of a data breach.

Marico Marine holds and processes information which has been provided by you on the following basis:

- Project information
- Client and business contact details
- Recruitment details
- Accounts and Finance information
- Website browsing activity

We will hold and process this information securely and indefinitely as required in the course of our business. You have the right to contact us in order to stop us using and processing your information, delete your information, or change the information we hold for you.

We may contact you by post, email, telephone, where we have the relevant contact details, unless you have previously specified preferences in this regard. You can change your contact preferences at any time by contacting us.

We do not and never will share your information with any third party except where we are compelled to by law or where you have given us express permission to do so. We also do not obtain any information from third parties.