

Manor Marine UK Limited Privacy Policy

Manor Marine UK Limited is committed to ensuring the privacy of all our users. All information is collected and processed in accordance with the UK's Data Protection Act 1998.

Who we are

When we refer to `we`, `our`, `us` or `Manor Marine`, we are referring to Manor Marine UK Limited.

Application of Our Privacy Policy

Our privacy policy applies to the information collected when you use any of the electronic communication means (including but not limited to telephone, fax, email, and any of our websites) to contact us.

General Visit of Our Website

When you visit our websites to view any pages, read product information, you do so without telling us who you are and without revealing any personal information. While we do not collect identifying information about visitors to our websites, we do use standard software to collect information for the strict purpose of tracking activity on our websites. This allows us to better understand how many people use our websites and which pages and features are most popular. The only information we normally collect and store is:

- The name of your Internet service provider
- The website that referred you to us (if any)
- The date and time the pages were accessed
- The page or pages you requested

Submitting Personal Information via Our Website

There are instances where you may elect to provide us with personal information* via our website. If you fill out one of our Enquire or Newsletter forms on our websites or send us email, you are transmitting the information that appears to you in the form or the message. This will typically include information like your name, mailing address, email address, the kind of request that you are making, and any other information necessary to fulfil your request. You never transmit personally identifying information that you do not enter yourself. This information cannot be collected unless you specifically elect to send it to us.

When you submit personally identifying information via one of our feedback or application forms, that information is not identifiable before it is transmitted back to

our websites. This effectively prevents anyone from intercepting and reading any personal information about you. Note that this encryption does not take place if you send us email, but only when you use your web browser with our site forms. We will not accept responsibility for any unauthorised access or loss of personal information that is beyond our control.

Use of Information

The information that you provided is stored and used internally only for the purpose of fulfilling your request, for contacting you directly and will not be given or sold to any other organisation. We will not use your personal information for direct marketing purpose unless you expressly consent to this.

Cookies

The Manor Marine website uses Google Analytics to help analyse how users use the site. This analytical tool uses 'cookies', which are text files placed on your computer, to collect standard internet log information and visitor behaviour information in an anonymous form. The information generated by the cookie about your use of the website (including your IP address) is transmitted to Google. This information is then used to evaluate visitors use of the website and to compile statistical reports on website activity for Manor Marine.

Manor Marine will not use the statistical analytics tool to track or to collect any personally identifiable information of visitors to our site. We will not associate any data gathered from this site with any personally identifying information from any source as part of our use of the Google statistical analytics tool. Google will not associate your IP address with any other data held by Google. Neither Manor Marine nor Google will link, or seek to link, an IP address with the identity of a computer user.

Users under 18

If you are under 18, please ensure that you have obtained your parental / guardian's permission in advance whenever you provide personal information to us.

Data Privacy Support

We reserve the right to change our privacy policy. A revised policy statement will only apply to data collected subsequent to its effective date.

If you have any enquiry about our data protection and privacy policy or practices, and / or the information that you provided to us, please write to: Manor Marine UK Limited, Manor Offices, Portland Port Business Centre, Castletown, Portland, Dorset, DT5 1PB, United Kingdom.

We hope you find our website useful and informative and are always willing to answer questions and receive suggestions. If you have any questions or suggestions, please contact us.

* For the purpose of this privacy policy, `personal information` means information which identifies you as an individual, or is capable of doing so.

General Data Protection Regulations: Privacy Notice

Introduction

The General Data Protection Regulation (GDPR) seeks to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the UK and abroad. It should be noted that GDPR does not apply to information already in the public domain.

Scope

This privacy notice is applicable to anyone whose personal data Manor Marine processes.

Responsibilities

The Manor Marine Chief Financial Officer is responsible for making new employees aware of this privacy notice and for ensuring Manor Marine is compliant with the GDPR.

Definitions

Personal data, which is defined as information concerning any living person (a natural person who hereafter will be called the Data Subject) that is not already in the public domain.

Personal Data

Manor Marine processes personal data for a variety of reasons including:

- to administer the health and safety of its employees and sub-contractors;
- to manage the training and competence of its workforce;
- to engage with customers and understand their expectations;
- to engage with suppliers and understand their capabilities;
- to make payments.

Some personal data may be collected from forms and surveys, from records of correspondence and phone calls, face to face contact and visits to our premises, our website and social media accounts. Manor Marine will only collect the information needed to conduct its legitimate business. Any personal information Manor Marine holds can be accessed by data subject in accordance with the GDPR.

Legal basis for processing any personal data

To meet Manor Marine's legal obligations to its employees and its contractual obligations to its clients.

Consent

Through agreeing to this privacy notice you are consenting to Manor Marine processing your personal data for the purposes outlined. You can withdraw consent at any time by emailing the Manor Marine Chief Financial Officer (les.small@manormarine.co.uk) or writing to us, see Contacts section for full contact details.

Disclosure

Manor Marine may on occasions pass your personal information to third parties exclusively to process work on its behalf. Manor Marine requires these parties to agree to process this information based on our instructions and requirements consistent with this Privacy Notice and GDPR.

Manor Marine do not pass on your information without your consent. However, Manor Marine may disclose your Personal Information to meet legal obligations, regulations or valid governmental request. The agency may also enforce its Terms and Conditions, including investigating potential violations of its Terms and Conditions to detect, prevent or mitigate fraud or security or technical issues; or to protect against imminent harm to the rights, property or safety of Manor Marine, its clients and/or the wider community.

Retention Policy

Manor Marine will process personal data during the duration of any contract and will continue to store only the personal data needed for five years after the contract has expired to meet any legal obligations. After five years any personal data not needed will be deleted permanently and irretrievably.

Data storage

Data is held in the UK using different (multiple) servers and storage media. Manor Marine does not store personal data outside the UK.

Your rights as a data subject

At any point whilst Manor Marine is in possession of or processing your personal data, all data subjects have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.

- Right to restriction of processing – where certain conditions apply you have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right not to be subject to the legal effects of automated processing or profiling.

If Manor Marine refuses your request under rights of access, we will provide you with a reason as to why, and you will have the right to legally challenge our decision.

The information you can request:

Manor Marine at your request can confirm what information it holds about you and how it is processed. You can also request the following:

Identity and the contact details of the person or organisation (Manor Marine) that has determined how and why to process your data.

Contact details of the person responsible for data protection.

The purpose of the processing as well as the legal basis for processing.

If the processing is based on the legitimate interests of Manor Marine or a third party such as one of its clients, information about those interests.

The categories of personal data collected, stored and processed.

Recipient(s) or categories of recipients that the data is/will be disclosed to.

How long the data will be stored.

Details of your rights to correct, erase, restrict or object to such processing.

Information about your right to withdraw consent at any time.

How to lodge a complaint with the supervisory authority (Data Protection Regulator).

Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.

The source of personal data if it wasn't collected directly from you.

Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

To access what personal data is held, identification will be required

Manor Marine will accept the following forms of ID when information on your personal data is requested: a copy of your national ID card, driving license, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required. If Manor Marine is dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made to the Manor Marine Chief Financial Officer or by phoning 01305 820777 or writing to us at the address further below.

Complaints

If you wish to make a complaint about how your personal data is being processed by Manor Marine or its partners, you have the right to complain to Manor Marine's Managing Director. If you do not get a response within 30 days you can complain to the Data Protection Regulator.

Contacts

Leslie Small

Chief Financial Officer

Manor Marine UK Limited, Manor Buildings, Portland Port, Castletown, Portland, Dorset, DT5 1PB

+44 (0)1305 820777

e: les.small@manormarine.co.uk

w: www.manormarine.co.uk

John Tye

Managing Director

Manor Marine UK Limited, Manor Buildings, Portland Port, Castletown, Portland, Dorset, DT5 1PB

+44(0)1305 820777

+44(0)7836 297247

e: enquiries@manormarine.co.uk

w: www.manormarine.co.uk

Data Protection Regulator:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

0303 123 1113 (local rate)

01625 545 745

e. casework@ico.org.uk

w. <https://ico.org.uk>