

ECDIS Training Certificate Privacy Notice

GDPR-18: ISSUE 01

ECDIS TRAINING CERTIFICATE

PRIVACY NOTICE

GDPR-18 (COMMERCIAL MARINE SALES)



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1. Privacy Statement

Kelvin Hughes, part of the Hensoldt Group of companies appreciates your interest in our products and services. Your privacy is important to us and we want you to feel comfortable about our business relationship.

We are committed to protecting your Personal Data and to being transparent about the data we process. We understand our obligations to you to help you understand how and why we process your Personal Data. The Hensoldt Group respects your privacy and Personal Data.

2. Your rights as a data subject

At any point while we are in possession of or processing your Personal data, you, the data subject, 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, to 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**
- **Right to judicial review** - in the event that Kelvin Hughes refuses your request under rights of access

All of the above rights will still apply should there be a third party involved in the processing of your Personal Data.

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR with regard to your Personal Data.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Website: <https://ico.org.uk/>

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3. Why does Kelvin Hughes need to collect and store Personal Data?

Kelvin Hughes collects and processes photographic identification provided by yourself, such as a passport or seaman's book. In addition we may process data relating to your name, job title, company information, email address and telephone number.

We will only collect and process data about you where we have a lawful basis. Lawful basis include where processing is required for the performance of a contract. The contract is necessary to facilitate the provision of an ECDIS Type specific training certificate.

If you wish to restrict or object to the processing, we may not be able to provide you with the services you have requested. In this event we will advise you accordingly of the consequences.

We may also process this information to comply with legal requirements placed on Kelvin Hughes as a provider of marine equipment. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

We will endeavour to keep your personal data accurate, and will arrange secure disposal of your data within 1 year from the provision of your certificate.

4. Will Kelvin Hughes share my Personal Data with anyone else?

Where appropriate for purpose, we may share your contact details with the Hensoldt Group of companies located within the European Economic Area.

Where necessary we may have to release your Personal Data on to third parties when it is necessary to comply with our legal obligations or to protect our legitimate interest in the event of legal proceedings. This does not include selling or sharing Personal Data for commercial purposes in a way that is contrary to this privacy statement.

Any third parties that we may share your data with are obliged to keep your details securely, and to use them only for the specified purpose. When they no longer need your data to fulfil this service, they will dispose of the details in line with Kelvin Hughes procedures.

5. Transfers to Third Countries

In limited circumstances, we may transfer your data to parties located outside of the EEA. In this event, we have in place legal and organisational safeguards to ensure the security of your data.

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6. Can I find out the Personal Data that Kelvin Hughes holds about me?

At your request, Kelvin Hughes can confirm what information we hold about you and how it is processed. If Kelvin Hughes does hold Personal Data about you, you can review, correct, or update your Personal Data at any time by contacting the Data Protection Officer. You may also request your Personal Data to be erased.

7. What forms of ID will I need to provide in order to access this?

Kelvin Hughes accepts the following forms of ID when information on your Personal Data is requested:

- Passport or driving licence
- Utility bill (from last 3 months)

The contact information for the Data Protection officer is as follows:

Data Protection Officer

Kelvin Hughes Ltd

Voltage

6 Mollison Avenue

Enfield EN3 7XQ

Telephone: +44 1992 805 200

Email: dpo@kelvinhughes.co.uk