



General Data Protection Regulation (GDPR) Policy Procedure Manual

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1.0 Definitions

GDPR - *General Data Protection Regulation*

Company – *C&J Marine Ltd*

Individual(s) – *Customer or Employee of the Company*

SAR – *Subject Access Request*

2.0 Purpose

To protect individuals rights and their personal data from misuse.

3.0 Policy Details

The main rights for individuals under the GDPR will be:

- individual (subject) access
- to have inaccuracies corrected
- to have information erased
- to prevent direct marketing
- to prevent automated decision-making and profiling, and
- data portability.

4.0 Related Policies

GDPR Privacy Policy

Information Security Policy

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5.0 Policy Owner

C&J Marine Ltd

6.0 Procedures

SAR - A signed letter or email, to the Data Controller is required requesting a SAR. We will notify you confirming your request, however we will need to record your request against the data subjects relevant internal record.

THE RIGHT TO WITHDRAW CONSENT - A signed letter or email, to the Data Controller is required requesting a withdrawal of consent. We will notify you confirming your request, however we will need to record your request against the data subjects relevant internal record.

The Company will respond to the above request(s) within a 30 day period.