

Privacy Notice - GDPR Article 13

1 The identity and the contact details of the controller

C&J Marine Ltd, Clay Lane, Chichester, West Sussex. PO19 3JG

2 The contact details of the data protection officer

Telephone: 01243 785485. Email: data@cjmarine.co.uk

3 The purposes and legal basis for the processing

Consent: the individual has given clear consent for us to process their personal data for a specific purpose.

4 Where the processing is based on legitimate interests, details of what these are

The First Requirement. The business needs to process the accurate and up to date information for the purposes of efficient employee and customer communication. *Example: with particular reference to customers; sample data required will be customer type, industry type, boat location, contact details, boat details.* This enables our business to manufacture the correct product for the particular customer requirement.

The Second Requirement. The business has a responsibility that the need to process data is a fair, balanced, proportionate and legitimate reason in the interests of the individuals. This should not have any prejudicial effect on the rights and freedoms, or legitimate interests, of the individual. If there is a serious mismatch between competing interests, the individual's legitimate interests will come first.

Final Requirement. The processing of information under the legitimate interests condition must be fair and lawful and must comply with all the data protection principles.

5 The recipients or categories of recipients of the personal data

The individual whom the personal data is about has given explicit consent to the processing. The processing is necessary so that we can comply with employment and commercial law. The processing is necessary in relation to legal proceedings; for obtaining legal advice; or otherwise for establishing, exercising or defending legal rights.

6 Details of any transfer to a third party and details of the safeguards and the means by which to obtain a copy of them or where they have been made available

Not Applicable: The business has not, and will not make available and/or authorise any transfer of any details to a third party.

7 The retention periods or the criteria used to determine that period

We will not retain any personal data longer than necessary, in relation to the purpose for which such data is processed. *Example; the nature of our business is that it could be a number of years between communication with a particular customer.* It is therefore important, (for the legitimate interests given in [4] that we store relevant data in our secure database(s) until required.)

8 Details on rights of access to and rectification/deletion of personal data. Rights to object to processing and the right to data portability

Data subjects have the right to file a subject access request (SAR) and obtain from the Data Controller a copy of their personal data, together with an explanation of the categories of data being processed, the purposes of such processing, and the categories of third parties to whom the data may be disclosed, refer to [6]. The Data Controller must comply with the SAR, and can charge a reasonable fee for any further copies requested by the data subject.

9 If processing is based on consent, the right to withdraw consent

The GDPR gives a specific right to withdraw consent and offer easy ways to withdraw consent at any time. 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 your customer or employee data record.

10 The right to lodge a complaint with the supervisory authority

If you have a concern about the way we are handling your personal information – perhaps we hold information about you that is incorrect, have held it for too long, or are not keeping it secure – Please visit <https://ico.org.uk/concerns>

11 Details on whether the data subject is obliged to provide the personal data and the consequences of failure to provide it

The provision of personal data is part of a contractual requirement or obligation. Possible consequences of failing or refusing to supply requested data could result in a potential breach of a particular contract. *Example; a contract or sales order not being unable to be fulfilled to the normal business quality standards.* The definition of quality in this instance relates to the product suitability and fit for purpose; and a duty of care to our customers and employees.

12 Details of any automated decision making, including details of the logic used and potential consequences for the individual

The business does not use any automated decision making.

