

Future Marine Services

Privacy Notice

Overall Aim

- Demonstrate the Company's commitment to protecting and safeguarding any personal data provided by a third party
- Define how the Company will process external party's information, including collection, usage, storage, transfer and security
- Explain third party rights in relation to how the Company processes personal data
- To comply with current data protection legislation.

Definition

For the purposes of this policy, the Company refers to Future Marine Services Ltd (FMS), including any and all associated subsidiary companies, including, but not limited to Safe STS Ltd, Safe STS Mozambique Ltda, Safe STS (Asia-Pacific) PTE Ltd, Safe STS (Middle East) FZE, Safe STS Transfer Technology Ltd, Safe STS Panama S. de R.L., Safe STS Offshore Ltd and Safe STS Servicos do Brazil Ltda.

Scope

The Company is a 'data controller' meaning we are required under current data protection legislation to notify any third parties how we will process their personal data.

It is important that you read this notice, in order to understand how and why the Company processes your personal data.

We reserve the right to update this notice at any time.

Type of Personal Data Collected

Due to the nature of our business, there may be the need to exchange basic personal information that will enable both parties to develop a mutually beneficial relationship, i.e. names, preferred contact details, job role and email address. There may also be circumstances where we may receive information about you from others.

Collection and Usage of Personal Data

The information collected may be used for various purposes, the main reason is to ensure we can provide the best service possible. We also use your personal data in order to contact you and keep you up to date on business opportunities.

Personal data may be used in the following ways:

- **Business Transactions;** First and foremost, personal data is used in the course of doing business between members of our Group of Companies and your company.

As a customer centric business, our culture encourages developing personal relationships with our partners. For that reason, we like to direct our communication to named persons whenever and wherever possible

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- **Marketing Activities;** These may include using your contact information to send you important information relevant to our industry and business. You can unsubscribe from these marketing communications at any time by notifying us you no longer wish to receive these
- **Communication;** There may be occasions when we get in touch, including by email, by post or by phone and we process the communications sent to the Company
- **Legal Purposes;** In certain cases, the Company may need to use your information to handle and resolve legal disputes, for regulatory investigations and compliance

To process your information as described above, we rely on the following legal basis;

- **Performance of a Contract;** The use of your information may be necessary to perform the contract that you have with the Company. For example, if you employ the Company’s services, we may use part of your information to carry out our obligation to complete and administer transactions under the contract we have with you.
- **Legitimate Interests;** The Company may use your information for our legitimate interests, such as to provide you with the best suitable content of our website, emails and newsletters, to improve and promote our products and services and for administrative, fraud detection and legal purposes
- **Consent;** The Company shall rely on your consent to use your personal information for certain direct marketing purposes. You may withdraw your consent at any time by contacting us at the addresses at the end of this privacy notice.

Responsibility for Personal Data Processing

Our Data Lead has overall responsibility for the processing of personal data. They can be contacted via gdpr@safests.com.

Sharing of Data with Third Parties

Your personal data may be processed by the Company, or by selected third parties processing data on our behalf in accordance with this privacy notice. Such processing may include processing and transferring data outside the European Economic Area. Personal data will not be sold or transferred to other unaffiliated third parties without your prior consent.

Where any personal data is processed by the Company, we will comply with relevant Data Protection Legislation at all times.

Third Party Service Providers

Third party service providers are only permitted to process your personal data in accordance with our specified instructions. They are also required to take appropriate measures to protect your privacy and personal information. We do not allow your information to be used by the Company’s appointed third party service providers for its own purposes and business activities and only permit them to process your personal data for specified purposes in accordance with our instructions.

Security and Retention Procedures in Place to Safeguard Personal Data

In accordance with European Data Protection Laws, the Company observes reasonable procedures to prevent unauthorized access to, and the misuse of your personal data.

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The Company uses appropriate business systems and procedures to protect and safeguard the personal data provided. We also use security procedures including both technical and physical restrictions for accessing and using the personal data on our servers. Only authorised personnel are permitted to access personal data in the course of their work.

Your Personal Data Rights

Subject to legal limitations you have the right to:

- **Request access to your data;** You may ask us to provide a copy of the personal data we hold about you
- **Request corrections to be made to your data;** If your personal data is incomplete or inaccurate you can ask us to amend our records
- **Request erasure of your data;** If you believe there is no lawful basis for the Company to continue processing your data you can ask for the data to be deleted and removed
- **Object to the processing of your data;** If our lawful basis for processing your data relates to a legitimate business interest (or third party interest) you can raise an objection to that interest. You can also object to us using your information for direct marketing purposes
- **Request that restrictions be put in place;** If you believe that your data is being processed without lawful reason or that the information is incorrect you may request that a restriction is placed on the processing of the information until your concerns have been addressed
- **Request a transfer of personal data;** You can request that your personnel data be transferred to a third party.

If you wish to exercise any of the above rights or to raise a query or complaint please contact the Company's Data Lead via email to gdpr@safests.com.

If this does not resolve your query or complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints/>



Yvonne Mason, CEO
Future Marine Services Ltd

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