

## Purpose of this Policy

We value your privacy and take our obligations under privacy and data protection law very seriously. This Privacy Policy gives you information about how we collect and process your personal information.

This Privacy Policy describes in detail who is responsible for the personal information that we collect about you via the following channels: (i) through your use of our website; (ii) when you visit our premises; and (iii) when you enter into a relationship with us for the provision of services or communications with us.

In particular this Privacy Policy describes:

- Who We Are.
- What is Personal Information.
- What Personal Information We Collect About You.
- What Sensitive Personal Information We Collect About You.
- How We Collect Your Personal Information.
- Information about Third Parties.
- How We Use Your Personal Information.
- How Long We Keep Your Personal Information.
- Who We Share Your Personal Information With.
- How We Protect Your Personal Information.
- Transferring Your Personal Information Out of the EEA
- Your Rights Regarding Your Personal Information.
- How to Contact Us.
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In this Privacy Policy:

- References to **you** or **your** means any individual who we provide services to or is otherwise engaged or employed by one of our Clients;
- References to **Client** means any organisation that we supply goods or services to; and
- References to the **Website** means the websites which are operated by ABPmer.

## Who We Are

When we say "**we**", "**our**", or "**ABPmer**" or "**us**" we mean ABP Marine Environmental Research Limited. ABPmer is the "**data controller**" for the personal information collected and used in connection with the provision of services or communications by us to you, or when you visit our websites, or premises. This means we are responsible for deciding how we can use your personal information.

# What is Personal Information

**Personal information** means information about a living person by which that person can be identified either directly or indirectly.

**Sensitive personal information** is a special category of personal information which is particularly sensitive and which requires higher levels of protection, such as information about a person's health or sexual orientation. For the purposes of this Policy, information about criminal convictions will be categorised as sensitive personal information.

# What Personal Information We Collect About You

We may collect Personal Information from you in the course of our business depending on the context of our particular relationship with you. In particular:

## Websites

Our website privacy & cookies notices can be found [here](https://www.abpmer.net/legal/privacy.asp) [https://www.abpmer.net/legal/privacy.asp];

## Clients, potential clients, stakeholders

If you are a client or stakeholder of ABPmer, or if you or we would like to develop a business relationship, we may collect:

- Your contact information such as name and prefix, job title, business : address, telephone / mobile / fax numbers and email address;
- Financial information and account details such as national insurance number, bank account number or other financial account number and account details;
- Credit checking information such as details of your credit history, credit reference information and credit scores;
- Information about you collected from publicly available resources e.g. details of your professional online presence such as your LinkedIn profile; Companies House or HM Land Registry or public databases;
- Your interests and marketing preferences (including subscriptions to any newsletters), including any opt outs you provide;
- Professional information (such as previous positions and professional experience) for business development purposes;
- Any survey or consultation responses or other information which you may voluntarily provide to ABPmer;

## Interactions with ABPmer

If you contact or correspond with ABPmer we may collect:

- Contact details such as your name, image and contact information (including business and personal email, telephone and postal address);
- Your marketing preferences;

## ABPmer's premises

If you visit or work at any of ABPmer's premises (e.g. offices, laboratory), we may collect:

- Information collected by our information technology systems (e.g. door entry and reception logs, CCTV, automatic number plate recognition, body worn cameras or other surveillance system recordings, access control system, communications systems);
- Information collected by our security personnel about your visit (e.g. vehicle registration, your name, company and job title); and
- Training records (e.g. your name and details of the training related to our premises that you have carried out) and other information required by ABPmer for health and safety purposes.

## What Sensitive Personal Information We Collect About You

We may collect Sensitive Personal Information from you in the course of our business depending on the context of our particular relationship with you. In particular:

### ABPmer's premises

If you visit or work at any of ABPmer's premises (e.g. offices, laboratory), we may collect:

- Information about you if you are involved in any incident (e.g. a health and safety incident) while on ABPmer's premises or other location of work (e.g. details of any injury which you may have suffered and how it occurred).

## How We Collect Your Personal Information

We collect personal information from you in person when you meet with us, when you visit ABPmer premises, when you make an enquiry or enter into an agreement with us, through correspondence or other communications with you and via our Websites or social media pages (e.g. ABPmer's Linked-in pages).

We may also collect personal information from publicly accessible sources such as Companies House, LinkedIn or public databases. Occasionally, we may obtain Personal Information about you through third parties such as your employer or a credit checking agency.

## Information about Third Parties

In the course of us providing goods or services to you, you may provide us with personal information relating to third parties. For example: your employees or your visitors.

We will use this personal information in accordance with this Privacy Policy. If you are providing personal information to us relating to a third party, you confirm that you have the consent of the third party to share such personal information with us and that you have made the information in this Privacy Policy available to the third party.

## How We Use Your Personal Information

Your personal information may be used by us, our employees, service providers, and disclosed to third parties for the following purposes. For each of these purposes, we have set out the legal basis on which we use your personal information.

Purpose	Legal Basis
To communicate with you and other individuals about our services.	The legal basis will fall into one of the following four categories, depending on the communication and the purpose for which it was sent: <ul style="list-style-type: none"> <li>Our legitimate business interests in order for us to manage our relationship with you;</li> <li>Necessary for the performance of a contract between you and us;</li> <li>Consent; and/or</li> <li>Compliance with legal obligations to which we are subject.</li> </ul>
To carry out our obligations arising from any contracts entered into between you and us, and to provide you with our services.	Depending on the circumstances: <ul style="list-style-type: none"> <li>Necessary for the performance of our contractual obligations between you and us; or</li> <li>Our legitimate business interests to comply with the terms of a contract we have in place with a Client.</li> </ul>
To improve our products, services and our staff training.	This processing is necessary for our legitimate business interests in order for us to manage our relationship with you and to improve/develop our products, services and staff training.
To manage any service or quality related issues, complaints, feedback and queries.	Depending on the context, this processing could be necessary for: <ul style="list-style-type: none"> <li>The performance of our contractual obligations between you and us;</li> <li>Us to comply with our legal and regulatory obligations; and/or</li> <li>Our legitimate business interests in order for us to manage our relationship with you and ensure our services are fit for purpose and meet the needs of our organisation.</li> </ul>
To send you direct marketing communications about our services, including newsletters.	Depending on the circumstances: <ul style="list-style-type: none"> <li>Our legitimate business interests to contact you about the services we offer and relevant industry news; or</li> <li>Consent – in some circumstances, we may rely on your consent to send direct marketing communications to you.</li> </ul>
To carry out satisfaction surveys and analysis.	The processing is carried out for our legitimate business interests because it enables us to develop and improve our services offered to you.
To prevent and detect fraud, financial crime and anti-money laundering.	Depending on the circumstances: <ul style="list-style-type: none"> <li>The processing is necessary for us to comply with our legal and regulatory obligations; or</li> <li>The processing is carried out for our legitimate business interests in order to conduct and manage our business.</li> </ul>
The prevention and detection of crime	<ul style="list-style-type: none"> <li>The processing of CCTV footage is necessary for our legitimate business interests. We have a legitimate interest in preventing and detecting crime at our premises and to prevent the misuse of our car parks.</li> <li>The processing may also be necessary in connection with legal proceedings (i.e. the establishment, exercise or defence of legal claims).</li> </ul>

Purpose	Legal Basis
To comply with any legal or regulatory obligations (including in connection with a court order).	The processing is necessary for compliance with a legal obligation to which we are subject.
Assessing your fitness to work at our premises or other locations.	The processing is carried out for our legitimate business interests to ensure that those individuals who work at our premises or on-site locations are fit to be there and do not pose a health and safety risk.
To enforce or apply the contracts concerning you (including contracts between you and us).	Depending on the circumstances: <ul style="list-style-type: none"> <li>▪ The processing is carried out for our legitimate business interests in order to conduct and manage our business; or</li> <li>▪ In connection with legal proceedings (i.e. the establishment, exercise or defence of legal claims).</li> </ul>

We may be required to obtain your personal information to comply with our legal requirements, to enable us to fulfil the terms of any contract that we have with or in preparation of us entering into a contract with you. For example, if you do not provide the relevant personal information to us such as your name and postal address, we will not be able to provide the relevant product to you or another person (as may be requested by you).

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. We may process your personal information without your knowledge or consent, where this is required or permitted by law.

## How Long We Keep Your Personal Information

We will only retain your Personal Information for as long as is necessary to fulfil the purposes we collected it for. The length of time we hold on to your personal information will vary according to what that information is and the reason for which it is being processed, including for the purposes of satisfying any legal, accounting or reporting requirements or defending any potential claim in accordance with ABPmer's Record Retention Policy.

When it is no longer necessary to retain your Personal Information, we will delete or anonymise it.

## Who We Share Your Personal Information With

We may share your Personal Information with:

- Our legal advisors, auditors, accountants, insurers and insurance brokers and other professional advisors,
- Our third party service providers and contractors that we may use in connection with our business;
- Our IT service providers;
- Police and other law enforcement agencies in connection with the prevention and detection of crime;
- Other companies, entities and shareholders within the ABP Group (which we are a member of). Further information about the different legal entities that make up the ABP Group please click here [[www.abports.co.uk](http://www.abports.co.uk)]

- Third parties involved in any matter relating to you such as courts, law enforcement agencies and regulatory bodies;
- Other external agencies and organisations (including the National Crime Agency) for the purpose of preventing and detecting fraud (including fraudulent transactions), money laundering and criminal activity;
- Other entities in our parent group as part of our regular reporting activities on ABPmer performance, in the context of a business reorganisation or restructuring exercise, for system maintenance support and hosting of data;
- Third parties if we are under a duty to disclose or share your personal information in order to comply with any legal obligation or instructions of a regulatory body (including in connection with a court order), or in order to enforce or apply the terms of any agreements we have with or otherwise concerning you (including agreements between you and us) or to protect our rights, property or safety of our clients, employees or other third parties; and
- We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

## How We Protect Your Personal Information

We have put in place appropriate security measures to prevent your Personal Information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In addition, we limit access to your Personal Information to those employees, agents, contractors and other third parties who have a need to know. They will only process your Personal Information on our instructions and they are subject to a duty of confidentiality.

We have also put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## Transferring Your Personal Information Out of the EEA

Sometimes it is necessary for us to process or share your Personal Information outside of the European Economic Area (EEA), e.g.:

- With our service providers or sub-contractors located outside the EEA;
- If you are based outside the EEA;
- If any ABPmer personnel access the information remotely while they are travelling outside the EEA.

When we transfer Personal Information outside of the EEA, we will implement appropriate and suitable safeguards to ensure that such personal information will be protected as required by applicable data protection law (e.g. contractual protections).

For further information as to the safeguards we implement please contact our Data Protection Officer as detailed in the section "How to contact us".

## Your Rights Regarding Your Personal Information

You have certain rights with respect to your personal information. The rights may only apply in certain circumstances and are subject to certain exemptions. Please see the table below for a summary of your rights.

	Summary of Your Rights
<b>Right of access to your personal information</b>	You have the right to receive a copy of your personal information that we hold about you and information about how we use it, subject to certain exemptions.
<b>Right to rectify your personal information</b>	You have the right to ask us to correct your personal information that we hold where it is incorrect or incomplete.
<b>Right to erasure of your personal information</b>	You have the right to ask that your personal information be deleted in certain circumstances. For example (i) where your personal information is no longer necessary in relation to the purposes for which they were collected or otherwise used; (ii) if you withdraw your consent and there is no other legal ground for which we rely on for the continued use of your personal information; (iii) if you object to the use of your personal information (as set out below); (iv) if we have used your personal information unlawfully; or (v) if your personal information needs to be erased to comply with a legal obligation.
<b>Right to restrict the use of your personal information</b>	You have the right to suspend our use of your personal information in certain circumstances. For example (i) where you think your personal information is inaccurate and only for such period to enable us to verify the accuracy of your personal information; (ii) the use of your personal information is unlawful and you oppose the erasure of your personal information and request that it is suspended instead; (iii) we no longer need your personal information, but your personal information is required by you for the establishment, exercise or defence of legal claims; or (iv) you have objected to the use of your personal information and we are verifying whether our grounds for the use of your personal information override your objection.
<b>Right to data portability</b>	You have the right to obtain your personal information in a structured, commonly used and machine-readable format and for it to be transferred to another organisation, where it is technically feasible. The right only applies where the use of your personal information is based on your consent or for the performance of a contract, and when the use of your personal information is carried out by automated (i.e. electronic) means.
<b>Right to object to the use of your personal information</b>	You have the right to object to the use of your personal information in certain circumstances. For example (i) where you have grounds relating to your particular situation and we use your personal information for our legitimate interests (or those of a third party); and (ii) if you object to the use of your personal information for direct marketing purposes.
<b>Right to withdraw consent</b>	You have the right to withdraw your consent at any time where we rely on consent to use your personal information.
<b>Right to complain to the relevant data protection authority</b>	You have the right to complain to the relevant data protection authority, which in the case of ABPmer, the Information Commissioner's Office, where you think we have not used your personal information in accordance with data protection law.

## How to Contact Us

If you have any comments or questions about how we handle your Personal Information or this Privacy Policy or to exercise any of your rights, please contact the Group Data Protection & Security Officer at [dataprotection@abports.co.uk](mailto:dataprotection@abports.co.uk), 077204 16654 or by post FAO Group Data Protection & Security Officer, Associated British Ports, 25 Bedford Street, London WC2E 9ES.

## Updates to Privacy Policy

We will amend this Privacy Policy from time to time to ensure it remains up to date. Any changes we make to this Privacy Policy in the future will be posted on this page and, where appropriate, we will give you reasonable notice of any changes. Please visit our Websites to keep up to date with any changes. The current version will always be posted on our Websites.

This Privacy Policy was last updated on 18 June 2018.