

## **Data Privacy Notice**

### **Marlex Marine Technology Ltd**

#### **Information we hold**

Customers who book engineering work with Marlex Marine Technology Ltd

We hold names, address, telephone numbers, and e mail address.

As a broker of boats under the name of Boatinland but whole ownership by Marlex Marine Technology Ltd customer information is collected as follows :

For boat enquiries : Name and Telephone number

For boat purchases : Name, address, telephone number, email address

For boat Vendors : Name, address, telephone number, email address, and bank details .

#### **Staff personal Information**

Name, address, telephone number, NI number, work record and contract of employment and date of birth. And their own CV

#### **Contractors Information**

Name of contractor, authorisation to work within the marina, names of persons visiting the marina to carry out work.

#### **What we do with this information**

We are legally obliged to store and archive financial data.

We keep information records on boats and their owners, this is not shared and is purely for historic record keeping of work done on the boat.

We store the information on Marlex Marine Technology Ltd customers on a computer based accounting system for invoicing, and quotations. This is a cloud based system and hence can be accessed from remote sites controlled by Marlex Marine Technology Ltd

The information is used to make contact with customers and to fulfil our legal obligation for accounting.

Our book keeping is outsourced and the cloud based system is accessed via our authorised book keeper. Our accountants also have access to the system .

For Boatinland customers information is collected via our brokerage form and contract and is used to create a client account for each individual purchaser.

Staff employment data is held in accordance with Employment, Taxation and Pensions Law

Contractors data is held for the purpose of managing their contracts.

### **What is the lawful Basis for processing Personal Data**

The law says we must tell you this :

- 1) We hold customer data because it is our **Legitimate Interest** to do so. Without holding this data we cannot work effectively.
- 2) We hold Staff employment information because it is a **Legal Obligation** for us to do so.
- 3) We hold contractors data because it is needed to **fulfil a Contract** with us.

### **Who might we share your data with**

- 1) Those employees that need to make contact with our customers
- 2) Our accountant for various accounting reasons
- 3) Our book keeper for entering financial data, such as payments, invoices etc
- 4) Our employees who makes payments from Marlex Marine Technology Ltd to our customers
- 5) Our employees who make payroll payments to our employees
- 6) Employment data will be shared with government agencies such as HMRC
- 7) Payroll data is held by our external payroll service and is a section of our accountants.
- 8) The environment Agency for the sole purpose of registering new boat ownership and transferring the ownership from the vendor to the purchaser for Licensing on the River Great Ouse

### **Your Rights**

You have a right to be informed about the personal data we hold and why we hold it.

Access a copy of your data that we hold by contacting us by letter or e mail : we will acknowledge receipt of this request and supply a response within one month or sooner.

Check the information we have on you to make sure it is correct and make any corrections if needed.

Transfer records to someone else if you request this

## **Keeping your information Safe**

We store information on a cloud based accounting / business system called xero which has multi layers of protection and complies with GDPR data directive.

All Vendors and Purchasers of boats bank details are recorded by hand on a form and are then scanned and e mailed off site to an employee for processing and payment. The e mail is encrypted and password protected

Once payment is made all details are destroyed and any e mails relating to the transaction are deleted. No personal data is kept on this off site computer.

Employees understand their legal responsibility to maintain confidentiality

All brokerage forms, contracts, and employee information are kept in a locked filing cabinets and the office is locked over night. The marina offices we share access has video security, and key fob entry.

## **How Long is personal Information stored for**

We will store information relating to our customers and work done by Marlex Marine Technology Ltd for as long as we have care of their boats.

We will archive customer data (that is store information without further action) for as long as is required for legal purpose.eg for HMRC

We will archive employee information for 6 years after they have left.  
We will archive contractor information for as long as legally required.

## **What if you are not happy or wish to raise concerns about processing**

You can complain in the first instance to Marlex Marine Technology Ltd Data Controller, who is Samantha King, Mill Road, Buckden, Cambs.PE19 5BH.

Or e mail [Samantha@marlexmarine.co.uk](mailto:Samantha@marlexmarine.co.uk) or telephone 01480 812225, we will do our best to resolve the matter, If this fails you can complain to the Information Commissioner at [www.ico.org.uk](http://www.ico.org.uk)

