

## Privacy Statement – GDPR Compliance.

This statement details how Offshore Electronics collects, uses and protects personal data and the legal basis for processing and retaining any data collected. We will only collect the personal data that is necessary for us to send you the information or services requested. We will not collect any personal data without your express knowledge and consent.

The personal data we collect may be used for the following purposes:

- Employment and statutory reporting.
- Communication as a customer or prospective customer.
- Communication as a supplier or prospective supplier.
- Communication in a financial or advisory capacity to the company.

All data collected will be processed under the legal basis of contractual, consensual or legitimate interest.

Offshore Electronics will process and retain personal data in accordance with policy document 110 – Retention of Records Policy.

At any time while we are in possession of personal data the data subject has the following rights under GDPR.

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organization.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to complain to the relevant Data Protection Authority. In Guernsey this is the Data Protection Commissioner. <https://dataci.gg/>
- The company is a Guernsey registered Data Controller – Notification reference 10828.

Steve Marshall – Managing Director.

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