



WEBSITE PRIVACY NOTICE

Introduction

This Privacy Notice explains the types of personal data we may collect, how we'll handle it, store it and keep it safe.

This notice also tells you about your rights in relation to your personal data.

We hope the following sections will answer any questions you have but if not, please do get in touch with us.

It's likely that we'll need to update this Privacy Notice from time to time. We'll notify you of any significant changes, but you're welcome to come back and check it whenever you wish.

Who we are?

Songa Crewmanagement Ltd (Songa) is headquartered at 2 Marchfield Drive, Paisley, Renfrewshire, PA3 2RB. We can be contacted in the following ways:

Post: 2 Marchfield Drive, Paisley, Renfrewshire, PA3 2 RB
Phone: 0141 887 2252
Email: crewing@songa.co.uk

What personal data do we process?

We will collect, store and use information about:

- our own employees;
- prospective employees; and
- the employees of our clients and suppliers.

A separate notice is made available to our employees and prospective employees.

Why do we process this personal data?

We use the contact details of individual employees to contact them about the work we are doing for them or the work they are doing for us.

We have a legitimate interest to process this information in order to keep doing business. This data will generally be corporate contact details.

Who we share your personal data with

We will only share your personal data as is necessary to provide you with the services that you receive from us or which you provide to us. This will only be with third parties that we trust and where appropriate arrangements are in place.

Data Retention

We will hold your contact details for the period that you are providing us with services or we are providing services to you. If we are no longer dealing with you or your employer, we will delete your contact details after one year.



Your Rights

You have rights in relation to your personal data (listed below) and can make a request to Songa to exercise these rights using the contact details above.

- The right to access information about the personal data Songa is processing and to obtain a copy of it;
- The right to require Songa to change incorrect or incomplete data;
- The right to require Songa to erase or stop processing your data; and
- The right to object to the processing of your data where Song is relying on its legitimate interests as the legal ground for processing;

If you would like to exercise any of these rights, or if you have any concerns about how your personal data is being processed, please contact us using the contact details above.

If you still believe that Songa has not complied with your rights, you can complain to the Information Commissioner. Contact details are available at www.ico.org.uk