

The General Data Protection Regulation (GDPR) is the data privacy framework of the European Union, in the Netherlands the regulation implemented under the Algemene verordening gegevensbescherming (AVG). It establishes rights to the citizens and obligations to companies, regarding privacy and (personal) information processing.

The processing of personal data is not our core business and our activities have a limited risk for the privacy of individuals. However, we do collect some personal data to ensure the effectiveness of our work. In practice this means that we collect personal data for the following reasons:

- We have a legal reason (required by law or under contract) to collect data
- The individual wants us to do so for a specific purpose, such as entering a contract with us or giving feedback on our service
- The individual gave us their data willingly

For employees of Maritime Support the following information is collected:

- Name and surname
- Gender
- Birthdate
- E-mail address
- Telephone number
- Address
- Bank account number
- Copy of their ID card

For clients of Maritime Support the following information is stored:

- Name and surname
- E-mail address
- Telephone number
- Appointments/Notes
- Relevant personal information

In all situations, the data stored or processed by us is not sold, rented or used for trade in any manner. These data is solely use for our intern business operations.

The personal data gained by Maritime Support is stored digitally in our cloud storage and hard-copy in our office. Personal data containing private information will only be stored in the cloud storage. In all cases will the data be secure.

All personal data is stored during a period of a duration in accordance with the Dutch legislation. In practice this will mean that personal data from employees will be stored for a period up to two (2) years, and their – loonbelastingverklaring – and copy of their ID will be stored five (5) years after the end of their contract.

For clients of Maritime Support the data will be stored for a period of time with a maximum duration of 10 years.

If an individual wants to alter or delete his data in our system there is a need to send us an e-mail with the request of doing so. For an individual it is also possible to request the stored data of this individual as we have, this can also be done via an e-mail.

In both these cases we can ask for conformation of being the person in question if we have any doubt in the identity or rights of the person to be able to change or require the information.

For privacy and personal data related enquiries, please send an e-mail to management@maritimesupport.nl or contact us per telephone.

G ter Stege

