1. **Introduction**

At Crossland Tankers Ltd (“Crossland”), we take the privacy and security of all personal information seriously. This privacy policy explains how and why we use your personal data, to make sure you stay informed and can be confident about giving us your information. Crossland will keep this policy updated to show you all the things we do with your personal data.

This policy applies if you use any of our services, visit our website or email us. We will only use your personal data on relevant lawful grounds as permitted by the EU General Data Protection Regulation (from 25 May 2018) and UK Data Protection Act.

1. **Who We Are?**

This is the privacy notice of Crossland. In this document, “we” or “us” refer to Crossland Tankers Limited (“Crossland”), company number NI018916, registered in Northern Ireland. Our registered office is at 114 Grove Road, Swatragh, Northern Ireland. Our contact number is +44 28 7940 1555.

1. **Personal Data Provided by You**

This includes information you give when interacting with us. For example:

1. Using the website contact forms
2. Applying for job
3. Employees personal details
4. Supplier and customer details (including bank details for suppliers)
5. **How We Use Your Personal Data**

We use, and share, your data where:

1. You have agreed or explicitly consented to the using of your data in a specific way (you may withdraw your consent at any time)
2. Use is necessary in relation to a service or contract that you have entered into (e.g. to provide you with a product) or because you have asked for something to be done so you can enter into a contract with us (e.g. you have asked us to provide you with a quote for a service or products)
3. Use is necessary because we must comply with a legal obligation (e.g. holding information for employees to comply with employment laws)
4. **Keeping Your Information**

We will only use and store your information for as long as it is required for the purposes it was collected for. How long it will be stored for depends on the information in question, what it is being used for and, sometimes, statutory legal requirements.

1. **Implications of Not Providing Your Data**

If you do not provide information, we may not be able to:

1. Provide the requested products or services to you
2. Pay you for goods or services you have supplied to us
3. Continue your employment with us
4. **Recruitment and Employment**

To comply with our contractual, statutory, and management obligations and responsibilities, we process personal data, including ‘sensitive’ personal data, from job applicants and employees.

Such data can include, but is not limited to, information relating to health, racial or ethnic origin, and criminal convictions. In certain circumstances, we may process personal data or sensitive personal data, without explicit consent. Further information on what data is collected and why it is processed is given below.

1. **Contractual Responsibilities**

Our contractual responsibilities include those arising from the contract of employment. The data processed to meet contractual responsibilities includes, but is not limited to, data relating to payroll, bank account, postal address, sick pay, leave, parental pay, pension and emergency contacts etc.

1. **Statutory Responsibilities**

Our statutory responsibilities are those imposed through law on the organisation as an employer. The data processed to meet statutory responsibilities includes, but is not limited to data relating to tax, national insurance, statutory sick pay, statutory parental pay, work permits, equal opportunities monitoring etc.

1. **Management Responsibilities**

Our management responsibilities are those necessary for the organisational functioning of the organisation. The data processed to meet management responsibilities includes, but is not limited to, data relating to- recruitment and employment, training and development, absence, disciplinary matters, e-mail address and telephone numbers etc.

1. **Disclosing and Sharing Information**

We do not sell or share your personal information for other organisations to use unless otherwise stated in this policy.

We may disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements (e.g. pension company, card processing company); or to protect the rights and property.

1. **Storage of Information**

Crossland Tankers operations are based in the UK and we store all of our data within the European Union (EU). Some organisations which provide services to us may transfer data outside the European Economic Area, but we will only allow this if your data is adequately protected.

1. **How We Secure Your Data**

Information system and data security is imperative to us to ensure that we are keeping our customers, employees, and contractors safe.

We operate a robust and thorough process for assessing, managing, and protecting new and existing systems which ensures that they are up to date and secure against the ever-changing threat landscape. In addition, your data is protected by multiple layers of security.

Crossland staff are aware of the company data protection policies and information security on employment and thereafter to reinforce responsibilities and requirements set out in our information security policies.

When you trust us with your data, we will always keep your information secure to maintain your confidentiality.

1. **What to Do If You Are Not Happy**

In the first instance, please talk to us directly so we can resolve any problem or query.

If you wish for your data to be deleted from our systems or would like to know what information we hold on file for you please contact the Data Controller, Pearse McKeefry, 028 7940 1555.

You also have the right to contact the Information Commissions Office (ICO) if you have any questions about Data Protection. You can contact them using their help line 0303 123 113 or at [www.ico.org.uk](http://www.ico.org.uk/).

1. **Changes to This Privacy Policy**

We will amend this privacy policy from time to time to ensure it remains up to date and reflects how and why we use your personal data and new legal requirements. Please visit our website to keep up to date with any changes.

This policy has been approved and authorised by:



**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** 30/04/2022

 Sean McKeown **Review Date:** April 2023

 **(Managing Director)**



Company Reg No: NI018916