

Data Protection Policy [R7M-HR-POL-004 Rev C0 20240306]

We're all about keeping things clear and open when it comes to handling your personal information at the Red7Marine. This policy outlines our commitment to data protection and lays down the rules for both your rights and responsibilities regarding your personal data.

This policy covers the personal data of job applicants, employees, contractors, and former employees, which we call HR-related personal data.

Meet our go-to person for all things data protection – our third-party IT support company (Strident). If you've got questions or need more info about this policy, send them an email at helpdesk@strident.co.uk

Some definitions to know

"Personal data" is any information about you that can identify you.

"Special categories of personal data" means more sensitive information like your beliefs, health, or criminal record.

"Criminal records data" is info about any run-ins with the law.

We play by some golden rules when it comes to handling your HR-related personal data:

- We're upfront, fair, and transparent about it.
- We only collect what we need and use it for the right reasons.
- Your data stays accurate, and we fix any mistakes as soon as possible.
- We keep your data only as long as we need to.
- We make sure it's safe and sound from unauthorized access or accidents.

Changes to your information? Let us know, and we'll update it straight away.

As for your data during your time with us, it stays in your personnel file and our HR systems.

We're GDPR compliant, so we keep a record of our data-processing moves at all times.

Your rights:

- You can ask if we're handling your data and why.
- Know who we spill the beans to and where they are (even outside the EU).
- Find out how long we're keeping your data.
- Ask for fixes or deletions of your data.
- Complain to the Information Commissioner if we goof up.
- Get the lowdown on automated decision-making.

Want to make a subject access request? Drop an email to XXX. We might need to take a look at your ID to make sure it's really you.

We'll usually get back to you within a month, but if there is a lot of data, we might take up to three months. We'll give you a heads up if that's the case.



If your request is going to take a long time, and there is a lot of data to go through, then we might need to charge a fee. We'll chat with you about it first, though.

Now, let's talk security. We take your HR-related personal data seriously. We've got rules and tech in place to keep it safe from mischief-makers or accidents.

Your job in all this? Keep us in the loop if your information changes. And if you're handling others' information, follow the rules and keep it on the private.

A handwritten signature in blue ink, appearing to be "KB".

Kristen
Branford
20241209

Signed:

Position in Company: Managing Director

Date: 20241209