

# Privacy Policy

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Version	Date	Change	Author
1.0	April 2024	New policy	ED

## Table of Contents

<b>INTRODUCTION</b> .....	<b>1</b>
<b>DATA SECURITY</b> .....	<b>1</b>
THE INFORMATION WE COLLECT .....	2
HOW WE USE THIS INFORMATION .....	2
CONTACTING YOU BY EMAIL .....	2
SENDING INFORMATION BY POST .....	2
OPTING-OUT .....	3
HOW LONG WE KEEP YOUR INFORMATION FOR .....	3
THIRD PARTIES .....	3
INFORMATION YOU GIVE US INDIRECTLY .....	4
<b>THE HUMAN RIGHTS AT SEA INTERNATIONAL WEBSITE</b> .....	<b>4</b>
EXTERNAL LINKS .....	4
COOKIES .....	4
DISABLING COOKIES .....	4
EMBEDDED CONTENT .....	5
GOOGLE ANALYTICS .....	5
ACCESS TO YOUR INFORMATION .....	5

## Introduction

Human Rights at Sea International is committed to protecting your personal information. This Privacy Policy explains how we obtain, use and protect any personal information you provide to us whether online, by phone, email, post or other correspondence, and how we safeguard the privacy of visitors to our website.

## Data Security

Your data is held on secure servers operated by Human Rights at Sea International to protect your personal information from unauthorised access, improper use or disclosure, unauthorised modification or unlawful destruction or accidental loss.

To access or update your information, please email [enquiries@hrasi.org](mailto:enquiries@hrasi.org) or write to Operations Manager, Human Rights at Sea International, VBS, Langstone Technology Park, Langstone Road, HAVANT, United Kingdom.

## The information we collect

When contact us via contact form or email we may receive and retain personal information about you on our secure server. This could be your name, postal address, email address, telephone number, interests or other data you send to us.

## How we use this information

Information may be used to maintain contact you for a number of purposes including:

- Ongoing online engagement
- Subscribing to e-newsletters or email outreach
- Participation in surveys or research
- Invitations to Human Rights at Sea International conferences and events
- Processing information arising from the completion of forms on our website
- Marketing purposes – where consent has been given or Legitimate Interest applies

## Contacting you by email

Human Rights at Sea International will only ever contact you by email where you have provided consent for the business to do so. If you have provided your consent but you subsequently opt-out of all email communications, the business will no longer contact you via email. If you un-subscribe from an e-newsletter, the business will no longer send this product to you by email. We will keep a record of your contact details and appropriate information to enable us to comply with your request not to be contacted by us.

## Sending information by post

Where Human Rights at Sea International has retained your postal address (see 'The information we collect' above), the business will use these details to send information or marketing materials about the organisation to you, based on it having a Legitimate Interest to keep you updated with the latest news and activities concerning the business. At any point you can contact Human Rights at Sea International and ask to opt-out of any future mailings (see 'Opting-out' below), in which case you will no longer be sent information or materials by post.

## Opting-out

We only want to communicate with you by the method you prefer and send you information that may be of interest to you. Our forms have clear marketing preference questions and we always include information on how to opt-out when we send you marketing communications. If you don't want to hear from us, we will respect your wishes.

If you would like to opt-out of receiving all email and/or any postal communications, or you wish to opt-out from receiving a specific hard-copy or online product, then please contact us by phone by email [enquiries@hrasi.org](mailto:enquiries@hrasi.org) or write to Operations Manager, Human Rights at Sea International, VBS, Langstone Technology Park, Langstone Road, HAVANT, United Kingdom.

We will ensure that your contact details are immediately updated, but please be aware that depending on the timing it is possible you may still receive one further communication from us in terms of the channel or product from which you are opting-out.

## How long we keep your information for

If you have actively engaged with us, then we will retain your information for as long as is relevant but for no longer than 10 years following your last interaction with the Charity, after which your record will be archived.

If you have actively engaged with us by attending an event, or your contact details have been provided to the business through any other means of engagement or communication, we will retain your information for as long as is relevant but for no longer than five years after your last interaction with the business, after which your record will be archived.

If you request that we cease to communicate with you, we will still retain a record of your details but update your information so that we are able to comply with your contact request.

## Third parties

Other than as set out in this policy or as required by law, we will never sell or pass on your personal information to any third-party organisation for their own purposes.

For mailing purposes, or on the occasion where we might host or run an event jointly with a trusted partner organisation or supplier, your details may be released, e.g. where a mailing house is conducting a specific mailing on Human Rights at Sea International's behalf. In such a scenario, the organisation concerned will sign an agreement indicating

their understanding of our Privacy Policy and will be considered a data controller for the purpose of that particular mailing or activity.

## Information you give us indirectly

Where you have given your express consent, the below third parties may share your personal information with us, or they may share it through Legitimate Interest for mailing appeals. We will only deal with reputable companies that take privacy and data protection as seriously as we do, and we will always let you choose not to receive further communications from us.

Your information may be shared with us by:

- Independent event organisers, online event sites, online ticket sales
- Independent marketing agencies
- Online surveys
- Mail order companies
- Publishing companies

## The Human Rights at Sea International Website

### External links

Our website may contain links to other websites outside our control and which are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy, which may differ from ours.

### Cookies

Our website uses cookies, which is a small piece of data saved with your computer's web browser. Cookies do not have access to your computer or browser information, they are only sent back to the website at the next visit from that browser. We use cookies so that we can track how users navigate through our site, in order to enable us to evaluate and improve our site. We use this information to compile anonymous statistical data on the use of our website.

### Disabling cookies

In most cases there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to this site. Although it is recommended that you leave on all cookies, you can prevent the setting of cookies by adjusting the settings on your browser. If you want to know how to do this, please follow

this link <https://ico.org.uk/for-the-pub...> which also gives more information about the way cookies work on this website.

## Embedded content

Some of the content on our website is provided by third parties including, but not limited to Stripe, Google Maps, YouTube and Vimeo for hosted video and iStock, Shutterstock and Flickr for images. When you visit a page containing content from one of these sites a cookie may be set. We do not have any control over these cookies and you should check the relevant third party website for more information about these. You can similarly disable cookies for all websites as described above.

## Google Analytics

Our website uses Google Analytics, which is one of the most widespread and trusted analytics solutions – Google Analytics data is anonymous – on the web for helping us understand how you use the site and ways that we can improve your experience. These cookies may track things such as how long you spend on the site and the pages you visit. For more information on Google Analytics cookies, see the official Google Analytics page.

## Access to your information

You have the right to apply for a copy of the information we hold about you and to have any inaccurate information about you corrected. If you would like to access or update your information, please email [enquiries@hrasi.org](mailto:enquiries@hrasi.org) or write to Operations Manager, Human Rights at Sea International, VBS, Langstone Technology Park, Langstone Road, HAVANT, United Kingdom.

ENDS.