



## **PRIVACY**

Anchor Marine Services will only collect data on any individual, in a manner which is lawful and fair. Data will be collected in a manner that is not unreasonably intrusive, and will not be used for any other purpose, than for that which it has been collected.

All persons engaged by, or who have contact with AMS must be aware that all information, created, stored, transferred by AMS computers, storage devices, electronic media, including personal information, are records of AMS and therefore is the property of AMS.

Within legitimate parameters, AMS reserves the right to monitor, or audit engaged persons use of AMS systems.

### **At all Times:**

- Only collect information when it is reasonable to do so.
- Only collect information directly from the individual concerned.
- When collecting information, comply with local laws, and only use collected information for legitimate activities and functions.
- Use information only for the purpose for which it was collected.
- Ensure personal information is protected against loss, destruction, unauthorised access, modification or disclosure.
- Ensure all personal information is retained for no longer than is legally required or necessary.
- Ensure the accuracy of all information is maintained.

### **Do Not:**

- Access personal information unless you have authorisation and a clear and legitimate need for that information.
- Provide or make available personal information to anyone outside of the AMS organisation without authorisation.
- Conduct information checks without authorisation and the consent of the individual.