

Privacy Statement on the processing of personal data Website and Extranet Services of Himachali Seafarers Association

Introduction

HSA is a membership base association for development of seafarers. It is headquartered Shimla, Himachal Pradesh. Himachali Seafarers Association built the website <https://www.himachali-seafarers.com>. This website is launched to help fellow Himachali Seafarers as members on any issues pertaining to their Employment in Merchant Shipping Industry and has its primary development centre in Shimla. We understand that you are aware of and care about your own personal privacy interests, and we take that seriously. This Privacy Notice describes HSA's policies and practices regarding its collection and use of your personal data, and sets forth your privacy rights. We recognize that information privacy is an ongoing responsibility, and so we will, from time to time, update this Privacy Notice as we undertake new personal data practices or adopt new privacy policies.

As is true of most other websites, HSA's website collects certain information automatically and may store some of the information as log files. The information may include internet protocol (IP) addresses, the region or general location where your computer or device is accessing the internet, browser type, operating system and other information about the use of HSA's website, including a history of the pages you view. We use this information to help us design our website to better suit our users' needs. We may also use your IP address to help diagnose problems with our server and to administer our website, analyse trends, track visitor movements, and gather broad demographic information that assists us in identifying visitor preferences. HSA's website may use certain cookies and web

beacons. It does not track users when they cross to third party websites, does not provide targeted advertising, and therefore, does not respond to Do Not Track (DNT) signals.

If the user contacts the provider (e.g. via the contact form or by email), the user's information is stored to allow the query to be processed and in case there are any follow-up questions.

Newsletter

The newsletter provides information about us and our services. If you wish to receive the newsletter, you must supply us with a valid email address and information that allows us to assess whether you are the owner of the email address indicated and whether that owner agrees to receive the newsletter. No other data are obtained. These data are used solely for the purpose of sending out the newsletter, and are not forwarded to third parties. If you register for the newsletter, we store your IP address and the date on which you registered. The sole purpose of storing these data is to allow us to check whether a third party is abusing an email address or has registered to receive the newsletter without the rightful individual's knowledge. At any time, you can revoke your consent to storing of data and your email address, and our use of them to send out the newsletter. To revoke your consent, please send a mail on – ceo@himachali-seafarers.com .

Form of the Website

For any details provided under the Tabs/category, the details are shared with our core team on the email id office@himachali-seafarers.com for review the queries and work on them as a regular practice. For any details provided under the Tab 'News and Events' is ensured by the organisation for its truth at publishing.

When and how we share information with others

The Personal Data that HSA collects from you may be stored in one or more databases hosted by third party that is our IT team located Mumbai. This team of our do not use or have access to your Personal Data for any purpose other than cloud storage and retrieval.

Privacy Notice

This Privacy Notice is intended to provide you with information about what Personal Data HSA collects about you and how it is used. If you have any questions or you wish to confirm that HSA is processing your personal data, or to have access to your personal data. please contact us at ceo@himachali-seafarers.com.

Security of your information

To help protect the privacy of Personal Data including any personally identifiable information you transmit through use of this Site, we maintain physical, technical and administrative safeguards. We update and test our security technology on an ongoing basis. We restrict access to your Personal Data to those employees who need to know that about the importance of confidentiality and maintaining the privacy and security of your information. We commit to taking appropriate disciplinary measures to enforce our members privacy responsibilities.

Data storage and retention

Your Personal Data is stored by HSA on its servers, and on the servers of the cloud-based database management services HSA engages. HSA retains data for the duration of the member's relationship with HSA. For more information on where and how long your personal data is stored, and for more information on your rights of erasure and portability, please contact HSA on ceo@himachali-seafarers.com.

Revoking, Amending, Correcting or Updating Data

The user is entitled to request information about his/her stored personal data. Furthermore, the user is entitled to demand that incorrect data be corrected, or that personal data be blocked or deleted, unless it is required by law that such data be stored.

Changes and updates to the Privacy Notice

As in our association, membership and benefits change from time to time, this Privacy Notice and Conditions of Use is expected to change as well. We reserve the right to amend the Privacy Notice and Conditions of Use at any time, for any reason, without notice to you, other than the posting of the amended Privacy Notice and Conditions of Use at HAS Site. We may email periodic reminders of our notices and terms and conditions and will email HAS members of material changes thereto, but you should

check our Site frequently to see the current Privacy Notice and Conditions of Use that is in effect and any changes that may have been made to it.

The protection of privacy is of high importance to the Himachali Seafarers Association. HSA is responsible for the personal data it processes. Therefore, we are committed to respecting and protecting the personal data of every individual and to ensuring efficient exercising of data subject's rights. All the data of personal nature, namely data that can identify an individual directly or indirectly, will be handled fairly and lawfully with the necessary due care.

Nature and the purpose(s) of the processing operation

The purpose(s) of the processing of personal data is/are: communication and organisation of HSA tasks related activities. Personal data is collected via our contact form for the purpose of managing notification and replies. We also collect personal data from subscribers to our newsletter for automatic distribution purposes or from participants to our events for registration purposes. Each of those operations is subject to a separate consent form or specific Privacy statement.

HSA will not reuse the personal data for another purpose that is different to the one stated above.

The processing is not intended to be used for any automated decision making, including profiling.

Categories/types of personal data processed

The categories/types of personal data processed are the following: name, surname, e-mail address, phone, company, address, postcode, town, country, (for HSA members registration only).

Processing the personal data

The processing of the personal data is carried out under the responsibility of the Core team of HSA, acting as delegated HSA data controller.

Personal data may be processed by contractors or other Institutions acting as processors.

Access to and disclosure of personal data

The personal data will only be shared with people necessary for the implementation of such measures *on a need to know* basis. The data are not used for any other purposes nor disclosed to any other recipient. The information in question will not be communicated to third parties, except where necessary for the purpose(s) outlined above. Personal data are not intended to be transferred to third state or countries.

Protecting and safeguarding personal information

HSA implements appropriate technical and organisational measures in order to safeguard and protect data subjects' personal data from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to them.

All personal data related to HSA website and extranet are stored in secure IT applications according to the security standards of the Association as well as in specific electronic folders accessible only to the authorised recipients. Appropriate levels of *access are granted* individually only to the legitimate recipients.

Access, rectification, erasure or restriction of processing of personal data

Data subjects have the right to access, rectify, erase, and receive their personal data, as well as to restrict and object to the processing of the data, in the cases foreseen by the law of India

If data subjects would like to exercise any of these rights, they should send a written request explicitly specifying their query to the delegated data controller, Core team of HSA.

The right of rectification can only apply to inaccurate or incomplete factual data processed within the Website and Extranet.

The above requests will be **answered without undue delay**, and in any event **within one month of receipt of the request**. However, according to article 14 (3) of the Regulation number 2018/1785, that period may be extended by two further months where necessary, taking into account the complexity and number of the requests. HSA shall inform the data subject of any such extension within one month of receipt of the request, together with the reasons for the delay.

Legal basis for Data processing

Processing is based on Article(s) written in the regulations of Jurisdiction of INDIA

Storing Personal data

HSA does not keep personal data longer than necessary for the purpose(s) for which that personal data is collected.

The data will be only retained for a maximum period set in accordance with HSA Records Management Policy and Procedure. (Till the time association is registered)

In the event of a formal appeal, all data held at the time of the formal appeal should be retained until the completion of the appeal procedures.

Data protection points of contact

Should data subjects have any queries/questions concerning the processing of your personal data, they should address them to the data controller, Chief Executive Officer under the following mailbox:

ceo@himachali-seafarers.com

Any data subject may also consult HSA Data Protection Office at: office@himachali-seafarers.com

Recourse:

Complaints, in cases where the conflict is not resolved by the Data Controller and/or the Data Protection Officer, can be addressed at any time to the Jurisdiction of INDIA.

Owner of the Application

Founder of Himachali Seafarers Association
4, HARKUR, BUILDING,
Near civil dispensary Jakhu,
Shimla - 171001,
Himachal Pradesh
