



# Data Protection Policy

## Website

At Briggs Marine, we are committed to protecting and respecting your privacy.

Please read this Privacy Notice, together with any other privacy notice that we may provide to you, as it contains important information about how we collect, manage, use and protect your personal data.

We may change this Privacy Notice from time to time. Please check this policy frequently to ensure you are aware of the most recent version and the date that it was last updated.

This policy was last updated in March 2026.

If you have any questions regarding this policy or about our privacy practices, please contact us at: [privacy@briggsmarine.com](mailto:privacy@briggsmarine.com) or by writing to us at Briggs Marine, Seaforth House, Seaforth Place, Burntisland, Fife, KY3 9AX.

### Who are we?

Briggs Marine is the “data controller” of the personal data that you provide us. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This Privacy Notice is provided by Briggs Marine on our own behalf. When we say “we”, “us” or “our” in this policy, we are referring to Briggs Commercial Limited which is a registered company incorporated under the Companies Act 1985, registered number SC114978, registered address at Seaforth House, Seaforth Place, Burntisland, Fife, KY3 9AX.

### What information do we collect?

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you. What information we collect will depend on your interactions with us.

If you are our employee, worker or contractor, please refer to our Employee/ Worker/ Contractor Privacy Notice.

We have grouped together the types of information that we may collect from you:

- **Identity Data** including name, date of birth, occupation, nationality, visual images/video (e.g. photographs, video);
- **Contact Data** including home address, business address, email address, phone numbers;
- **Financial Data** including bank account, financial details, payment card details;
- **Technical Data** including the Internet Protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- **Usage Data** including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time), page response times, download errors, length of visits to certain pages, page interaction information, and methods used to browse away from the page and any phone number used to call us;

- **Employment and Education Data** including CV's, qualifications and vocational history;
- **Recruitment and Selection Data** including application records, candidate assessments, references, assignments, marking records, information relating to prior learning, placement reports, and annual appraisal reports; and
- **Communications Data** including your preferences in receiving communications from us.

## How do we collect your information?

### *Information you give us*

- You may give us such information directly by corresponding or speaking with us by phone, email, letter, via social media or otherwise, submitting a query, providing us with feedback, visiting our website, or engaging with our social media posts, requesting that we provide you with services/ communications, when you apply for a vacancy with us, when you sign up for one of our training courses , apprenticeships or internship, when we appoint you as a service provider.
- Pages of the company website may, from time to time, contain links to and from other websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies or use of the third party's website.

### *Information we collect about you*

- When you visit our website and receive e-mails from us, we may automatically collect technical information about your equipment, browsing actions and patterns. We collect this by using cookies.

### *Information we receive about you from other sources.*

- We may receive information about you if you use social media or any other websites we operate or the other services that we provide. In this case we will have informed you when we collected that data that it may be shared internally and combined with data collected on this site.
- We also work with third parties (including, for example, sub-contractors in technical and delivery services, analytics providers, search information providers) and may receive information about you from them.
- We may receive information if you have provided permission to other organisations to share it with us. Before providing permission to such third-party organisations to share your personal data, you should check their privacy notices carefully.
- We may take information from publicly available sources (where possible) to keep your information up to date, for example, from the Post Office's National Change of Address Database.
- We may receive information about you if you apply for a vacancy at Briggs Marine.

## Cookies

- Information provided by cookies. Cookies are used to improve your experience while visiting our website. Our website uses a cookie control system allowing you on your first visit to the website to allow or disallow the use of cookies on your computer/device.

Click <https://www.briggsmarine.com/privacy-policy/> for more information on the cookies we use on our website.

- Cookies are small files saved to the user's hard drive that track, save and store information about the user's interactions and usage of the website. This allows our website, through its server, to provide users with a tailored experience.
- If you wish to prevent the use and saving of cookies from this website on to your computer's hard drive, you should take necessary steps within your web browser's security settings to block all cookies from our website.

- Other cookies may be stored on your hard drive by external vendors when our website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer.
- If you would like further information about cookies and how they are used, you can visit <http://www.allaboutcookies.org/>.
  - When we e-mail you, such e-mails may contain tracking facilities. Such tracked activity may include but is not restricted to delivery and read receipts, the opening of emails, the clicking of links within the email content, times, dates and frequency of activity.

### How might we use your information?

As data controllers we comply with our obligations under UK GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure, and by ensuring that appropriate technical and organisational measures are in place to protect personal data.

We use information held about you in the following ways:

- To carry out our obligations arising from any contracts entered into between you and us, and to provide you with the information and services that you request from us;
- To manage and administer our relationship with you;
- To record and respond to any communication you have made with us including by way of telephone, through the website, email address of us, and any other electronic form of communication and post;
- To respond to your requests;
- To provide you with information about our news, events, insights and activities, in our newsletters;
- To contact individuals via surveys to conduct research about their opinions of the current services, or potential new services that may be offered;
- To provide training, education and safeguarding services;
- To notify you about changes to our services;
- To consider your application for employment;
- For the purposes of the establishment, exercise or defence of legal claims;
- To ensure that content from our site is presented in the most effective manner for you and for your computer;
- If we use CCTV, to detect and prevent crime;
- To administer and support the governance and financial management of Briggs Marine and its assets and to create and maintain accounts and records;
- To carry out corporate administration and all activities we are required to carry out as a data controller;
- To undertake research and statistical analysis;
- For internal financial support and corporate functions;
- To fulfil legal obligations or contractual obligations;
- To manage the information technology network and infrastructure for Briggs Marine;
- To administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- To improve our site to ensure that content is presented in the most effective manner for you and for your computer.

We may combine the information we obtain from other sources with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

### **What is our legal basis for using your information?**

The law requires us to have a legal basis for collecting and using your personal data. There are a number of lawful reasons for us to process your personal data.

One of these is called 'legitimate interest' and means that we can process your personal data if (i) we have a genuine and legitimate reason; and (ii) are not harming any of your rights and interests.

Whenever we process your personal data for our legitimate interests, we will consider and balance any potential impact on you and your rights under data protection law.

Other legal bases that we will rely on include:

- If we need to process your personal data to comply with the law.
- If you enter into a contract with us, we may process your personal data in order to fulfil our contract with you.
- To establish and defend our legal rights;
- Consent, if we need your permission to use your information. Where we need consent to use your information, we will make it clear when we ask for consent. We will also explain how to withdraw your consent.
- Vital interest if we need to process your information to protect someone's life in an emergency.

Where we process personal information which is classed by UK GDPR as "special category data" or criminal records data, in addition to meeting one of the above legal bases, we will ensure that one or more of the following applies:

- You have given your explicit consent. You can withdraw your consent at any time, using the contact details provided;
- We carry out processing in the course of our legitimate activities with appropriate safeguards as a registered company ;
- In a life or death situation;
- Processing relates to personal data manifestly made public by you;
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity;
- Processing is necessary for carrying out obligations under employment;
- Processing is necessary for reasons of substantial public interest in accordance with Schedule 1 of the Data Protection Act 2018;
- Processing is necessary for the reasons of public interest in public health;
- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes.

### **How long will we hold your information for?**

We will hold your personal data on our systems for as long as is necessary to fulfil the purposes that we collected it for, including for the purposes of satisfying any legal, accounting or other reporting requirements in accordance with our data retention policy.

By law, we are required to retain certain information for a prescribed period of time. In circumstances where there are no such legal requirements, to determine the appropriate retention period, we will consider the amount, nature and sensitivity of the personal data, the potential risk of harm from

unauthorised use or disclosure of your personal data, the purposes for which we are processing your personal data and whether we can achieve those purposes through other means.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

If you ask us to delete your information in accordance with your rights set out below, we will retain basic information on a suppression list to record your request and to avoid sending you unwanted materials in the future.

### **Who might we share your information with?**

We may share your personal information within Briggs Marine where appropriate.

We may share your information with third parties including:

- When we use other companies to provide services on our behalf, e.g. processing payments;
- Business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you;
- Relatives or emergency contacts, employees, legal representatives;
- Current, past and prospective employers;
- Healthcare, social and welfare organisations;
- Governance bodies and committees;
- Third party data processors;
- Local and central government, regulatory bodies, law enforcement and prosecuting authorities, courts and tribunals and statutory, public or regulatory inquiries;
- Survey and research organisations;
- Analytics and search engine providers that assist us in the improvement and optimisation of our site.
- If we merge with another organisation or form a new entity, your personal data may be transferred to that new entity.

We may also disclose your personal information to third parties:

- Comply with any court order or other legal obligation or when data is requested by government or law enforcement authorities;
- Enforce or apply our terms of use and any other agreements;
- Protect the rights, property, or safety of us, our employees or others. This may include exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

### **International transfers of personal data**

Briggs Marine will not transfer personal data to countries outside the UK unless in accordance with the UK Data Protection Act 2018.

### **Your rights**

You have a number of rights. If you would like to exercise any of these rights, please contact us using the details set out below in the 'Contact Us' section. If you exercise any of these rights, we may ask for proof of identity and sufficient information about your interactions with us so that we can locate your personal information. If we agree that we are obliged to provide personal information to you (or someone else on your behalf), we will provide it to you or them free of charge except in exceptional circumstances.

## Complaints

If you wish to raise a complaint in relation to our processing of your personal data, you can contact us at [privacy@briggsmarine.com](mailto:privacy@briggsmarine.com) or by writing to us at the Briggs Marine, Seaforth House, Seaforth Place, Burntisland, Fife, KY3 9AX. You also have the right to lodge a complaint with the data protection regulator, the Information Commissioner's Office. You can contact the Information Commissioner's Office (ICO) by contacting them via their livechat service [ico.org.uk/livechat](https://ico.org.uk/livechat) or calling their helpline on 0303 123 1113 or via their website at: <https://ico.org.uk/global/contact-us/>.

We would, however, appreciate the chance to deal with your concerns before you approach the Information Commissioner so, please contact us in the first instance.

### Your rights include:

- **Right of access:** transparency over how we use your data and to make a subject access request;
- **Right of rectification:** a right to have your personal data updated and corrected;
- **Right of erasure:** a right to ask us to erase your information when it is no longer necessary for us to retain such data;
- **Right to restriction:** a right to ask us to stop processing your information, or to place a restriction on further processing where there is a dispute in relation to the accuracy or processing of your personal data;
- **Right to object:** a right to object to (i) processing based on our legitimate interests; (ii) processing of your information for direct marketing purposes; and (iii) automated decision making and profiling;
- **Right to data portability:** a right to receive a copy of your information, or have this sent to a third party;
- **Right to compensation:** a right to claim compensation for material or non-material damage caused if we breach the data protection rules;
- **Right to make a complaint:** a right to lodge a complaint with the Information Commissioner's Office.

If you would like to find out more about your rights, you can visit the Information Commissioner's Office website (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>).

### How you can access and update your information

We strive to maintain accurate, complete, and relevant personal information for the purposes identified in this privacy statement. If any of the personal information we hold about you is inaccurate or out of date, you may ask us to correct it. It is important that the personal information we hold about you is accurate and current.

### Security precautions in place to protect against the loss, misuse or alteration of your information

We have implemented reasonable measures designed to secure your personal information from accidental loss and from unauthorised access, use, alteration and disclosure.

Our security measures are regularly reviewed.

### Contact Us

If you have any questions regarding this policy or about our privacy practices, wish to exercise any of your rights or which to make a complaint, please contact us at:

- Post: Briggs Marine, Seaforth House, Seaforth Place, Burntisland, Fife, KY3 9AX
- E-mail: [privacy@briggsmarine.com](mailto:privacy@briggsmarine.com)