



**CYPRUS SHIPPING CHAMBER**

**Navigates Cyprus Worldwide**



**[CSC/PN-Reps]**

## **Privacy Notice for Member-Companies' Representatives**

### **Member-Companies' Representatives**

Due to the nature of our business activities, we may process personal data of data subjects who provide instructions to us on behalf of companies, organisations, associations, foundations, unions, data subjects employed at such organisations, contractors and advisors of such organisations, directors and shareholders of such organisations. We may also process personal data of data subjects who instruct us on their own behalf but such cases are minimal.

Our Member-Companies' representatives play an important role in operating within the boundaries of our legitimate interests.

## Types of personal data we collect

We may collect the following personal data about you, *where relevant and as appropriate*:

Types of Data	Sources
<p><b>Identity Data</b></p> <p>First name, surname, title, date of birth, gender, job position, company name (as appropriate), copy of ID card, copy of passport, on-line identifiers (e.g. e-mail address, username, cookie, IP address) photos, household bills</p>	<p>Your employer (e.g. company, organisation, association, other professional consultants)</p> <p>Other parties involved in the Chamber's affairs.</p>
<p><b>Contact Data</b></p> <p>Home and work addresses (as appropriate), telephone and fax numbers, email addresses and any other appropriate contact information that may be required depending on the circumstances.</p>	<p>Your employer (e.g. company, organisation, association, other professional consultants)</p> <p>Other parties involved in the Chamber's affairs.</p> <p>Public sources, such as the internet.</p>
<p><b>Employment Data</b></p> <p>Employer name (e.g. company, organisation, association), position/title, career history, professional qualifications.</p>	<p>Your employer (e.g. company, organisation, association, other professional consultants)</p> <p>Other parties involved in the Chamber's affairs.</p> <p>Public sources, such as the internet.</p>
<p><b>Service Data</b></p> <p>Particulars of services you have requested or we have provided to you or your organisation.</p>	<p>Your employer (e.g. company, organisation, association, other professional consultants)</p>
<p><b>Communication Data</b></p> <p>Preferences on correspondence and communication.</p>	<p>Your employer (e.g. company, organisation, association, other professional consultants)</p>
<p><b>Interests and connection</b></p> <p>Professional and personal interests, past requests, interaction and engagement with the Chamber (e.g. attendance at committee meetings, events)</p>	<p>Directly from you</p> <p>Your employer (e.g. company, organisation, association, other professional consultants)</p> <p>Other parties involved in the Chamber's affairs.</p> <p>Public sources, such as the internet.</p>

<p><b>Financial Data</b></p> <p>Where appropriate, when financial information is needed, bank details and transaction history.</p>	<p>Directly from you</p> <p>Your employer (e.g. company, organisation, association, other professional consultants)</p> <p>Financial institutions</p>
<p><b>Miscellaneous or Ancillary Data</b></p> <p>Any information we collect during the period of the provision of our services to you or the organisation for which you work (this could be a case-base related matter or incidental to our business relationship with you).</p> <p>This may involve the collection of “special category” data, such as, health, ethnic or racial origin, trade union membership, political opinions, religious or philosophical beliefs, and in exceptional circumstance, for disclosure exercise purposes, sex life or sexual orientation. We will not collect any biometric or genetic data. We may, however, request criminal records data, as appropriate, and only in specific circumstances where this is necessary to the interaction or relationship with the data subject or a related matter.</p>	<p>Directly from you</p> <p>Your employer (e.g. company, organisation, association, other professional consultants)</p> <p>Other parties involved in the Chamber’s affairs.</p> <p>Public sources, such as the internet.</p> <p>Competent governmental authorities (as appropriate).</p>

### How we use your personal data and under which legal basis do we process?

Purpose	Type of Data	Legal Basis for processing	We shared it with
<p>To open a new <b>membership account</b> and conduct the appropriate verification processes as required for corporate governance obligations.</p>	<p>Identity Contact Employment Financial Service Communication Miscellaneous/Ancillary</p>	<p>The processing is ‘strictly necessary’ for corporate governance or related legal compliance issues.</p> <p>The processing is necessary for our <b>legitimate interests</b> to provide our services.</p>	<p>Your employer (e.g. company, organisation, association, other professional consultants)</p> <p>As part of the Chamber’s obligations, its work activities or upon instructed by you, third parties, such as other member-companies, organisations and other associations.</p>

<p>To <b>communicate</b> with you through any communication means (e.g. telephone, fax, email, sms, video calls) so as to fulfil our obligations towards you based on the membership agreement.</p>	<p>Identity Contact Service Communication Interests and connection</p>	<p>Necessary for our legitimate interests:  To provide an effective and efficient communication system between yourself and the Management of the Chamber in order to be kept informed and be able to follow internal work practices, as well as external shipping related activities.</p>	<p>Your employer (e.g. company, organisation, association, other professional consultants)  As part of the Chamber's obligations, its work activities or upon instructed by you, third parties, such as other member-companies, organisations and other associations.</p>
<p>To provide high quality <b>services</b> and a constant source of information and advice.</p>	<p>Identity Contact Service Communication Interests and connection</p>	<p>Necessary for our legitimate interests:  To provide up-to-date legislative, technical and commercial shipping information and advice to our members and to "lobby" on behalf of our members or on our own behalf.</p>	<p>Your employer (e.g. company, organisation, association, other professional consultants)  As part of the Chamber's obligations, its work activities or upon instructed by you, third parties, such as other member-companies, organisations, other associations locally or abroad, government bodies.</p>
<p>To ensure a lawful <b>corporate governance</b></p>	<p>Identity Contact Employment Financial Service Communication Interests and Connection Miscellaneous/Ancillary</p>	<p>Necessary for our legitimate interests:  To be in a position to monitor our corporate governance or other related legal compliance requirements and ensure a valid legal framework for the Chamber's operation as a legal entity.</p>	<p>Your employer (e.g. company, organisation, association, other professional consultants)  As part of the Chamber's obligations, its work activities or upon instructed by you, third parties, such as other member-companies, organisations, other associations locally or abroad, government bodies and financial institutions.</p>

<p>To maintain our <b>contact data base</b> and update our records for a more effective communication with State authorities, as well as with the Shipping industry itself.</p>	<p>Identity Contact Employment Service Interests and connection</p>	<p>Necessary for our legitimate purposes:</p> <p>To be able to perform efficiently and effectively as a membership organisation and an active strong lobbying group.</p>	<p>Your employer (e.g. company, organisation, association, other professional consultants)</p> <p>As part of the Chamber's obligations, its work activities or upon instructed by you, third parties, such as other member-companies, organisations, other associations locally or abroad, government bodies.</p>
<p>To formulate specialised <b>policies</b> for Shipping.</p>	<p>Identity Contact Service Communication Interests and connection</p>	<p>Necessary for our legitimate purposes:</p> <p>Towards formulating, developing, establishing and submitting important industry positions via a multifaceted structure of committees and working groups from shipping experts in various fields.</p>	<p>Your employer (e.g. company, organisation, association, other professional consultants)</p> <p>As part of the Chamber's obligations, its work activities or upon instructed by you, third parties, such as other member-companies, organisations, other associations locally or abroad, government bodies.</p>
<p>To <b>respond and address</b> any issues raised by our members.</p>	<p>Contact Service Communication Interests and connection</p>	<p>Necessary for our legitimate interests:</p> <p>To provide custom-made solutions to our members, improve our services and develop an effective lobbying strategy.</p>	<p>Your employer (e.g. company, organisation, association, other professional consultants)</p> <p>As part of the Chamber's obligations, its work activities or upon instructed by you, third parties, such as other member-companies, organisations, other associations locally or abroad, government bodies.</p>

<p>To undertake and process <b>banking</b> and various other <b>financial transactions</b></p>	<p>Identity Contact Financial</p>	<p>Necessary for our legitimate interests:</p> <p>To conduct any banking and financial transactions which are necessary within the scope of the Chamber's business.</p>	<p>Your employer (e.g. company, organisation, association, other professional consultants)</p> <p>As part of the Chamber's obligations, its work activities or upon instructed by you, third parties, such as financial institutions, government bodies or shipping related organisations.</p>
<p>To <b>promote</b> the Chamber's work and activities</p>	<p>Identification Contact Employment</p>	<p>Necessary for our legitimate interests:</p> <p>To be able to promote the work and activities of the Chamber by using a different range of publications, on-line tools such as its website and various social networks, as well as the Media and Press.</p>	<p>Your employer (e.g. company, organisation, association, other professional consultants)</p> <p>As part of the Chamber's obligations, its work activities or upon instructed by you, third parties, such as other member-companies, organisations, other associations locally or abroad, government bodies.</p>