

This notice is effective from 01 August 2018, and supersedes all previous privacy notices issued by us.

Admiral Marine Limited of 4 Barnack Business Centre, Blakey Road, Salisbury SP1 2LP is a specialist independent insurance intermediary offering a range of marine insurance products from leading Underwriters. Admiral Marine Limited is a part of the Hayes Parsons group of companies. Our Data Protection champion is Nigel Rawlings, Compliance and Training Manager, Hayes Parsons Limited, Colston Tower, Colston St, Bristol BS1 4XE, or by e-mail; [n.rawlings@hayesparsons.co.uk](mailto:n.rawlings@hayesparsons.co.uk), or by telephone; 0117 929 9381.

This privacy notice explains how we protect and manage any personal information you share with us and that we hold about you in the normal course of us advising, arranging and administering your insurance.

We use your personal information for the legal basis of processing which is necessary for entering into an insurance contract, or to provide you with a quotation prior to entering in to an insurance contract.

We will keep your information confidential, but may share this with Hayes Parsons Limited and certain third parties including: insurance companies and other insurance providers, surveyors and regulatory authorities, or to comply with any legal or regulatory issues or disclosures. We may also share your information with our service providers and those of Hayes Parsons Limited who manage our information recording, protection and security.

We will not send you information about other insurance products and services we can provide, unless you have given us your consent to contact you for these marketing purposes.

You may also withdraw any consent previously provided to us at any time in the future.

We do not pass your personal information on to any third party for marketing purposes.

We may transfer your personal information outside of the European Economic Area (EEA), but only to countries which are recognised as providing adequate legal protection and where the information will be held securely.

We will keep your personal information in line with the length of time we need to manage and administer your insurance and handle any claims and to meet any legal, statutory and regulatory obligations.

The General Data Protection Regulation (GDPR) grants you, the data subject, and the right to access particular personal data we hold about you. We will respond promptly to any future requests and provide you with details of the personal data we hold about you within a month and free of charge.

Your rights include: the right to be informed, the right of access, the right to rectification, the right to erasure, the right to restriction of processing, the right to data portability and the right to object. We do not carry out any automated processing which may lead to automated decision making.

If you have any queries or complaint regarding the use of your personal information then please contact our Data Protection champion, Nigel Rawlings as above details. If your complaint is not resolved to your satisfaction, you may also make a complaint to the supervisory authority, the Information Commissioner's Office (ICO). You can contact the ICO on; 0303 123 1113.