

# LR Privacy Policy

Ångfartygsaktiebolaget Alfa and Rederiaktiebolaget Hildegaard, commonly called Lundqvist Rederierna, process personal information to fulfil it's obligations as ship owner, ship manager, employer and private joint stock company.

The purpose of this privacy policy, which might be changed from time to time, is to describe how we process personal data.

## What and why

- From seafarers, other employees and our vessels we might collect personal information such as name, identification document number and contact information together with qualifications, certifications, and work history to ensure the employee meet the requirements of applicable legislation and for fulfilling our obligations as employer.
- From brokers, charterers, agents and companies offering inspection- and service calls or their representatives, we might receive personal information such as name and other contact information. This info is used for regular business communication and to fulfil any valid contract.
- From our share holders we collect and process personal info such as name, contact info, social security number and quantity of shares for regulatory compliance as a private joint stock company.
- From visitors on our web site we might automatically collect information such as IP address, time, browser & OS version and a list of URLs including where an IP came from, the IP's activity on our site and what site the IP visit next.
- Any personal info shared with us in written format for example via the contact form on our web site or through application documents sent to us for open positions.

## How

We understand that privacy is vital to everyone and where any personal data is processed by us, we are committed to comply with relevant data protection legislation and to continuously review our procedures for the processing of personal data.

We do not sell, rent or lease the personal data we process. Employee personal information such as name, nationality, day of birth and training results might be shared with 3rd parties offering training services for company HR department's follow up.

For achieving regulatory compliance we do share crew's personal info with port agents/port authorities and travel agencies and might also be obliged to share personal info with selected parties located outside the European Union such as vessel's flag state administrations, agents or manning agencies. We always strive to minimize the amount of data shared.

We do also share personal information with financial institutions and public authorities for fulfilling contract obligations and obeying applicable legislation.

We use appropriate in house computer systems and procedures to protect and safeguard the personal data we process. Data is not held longer than what is legitimate and only authorized personnel are admitted to access personal data in the course of their work.

**Contact**

Should you wish to find out more about our processing of personal data please contact us at [administration\(a\)lundqvist.aland.fi](mailto:administration(a)lundqvist.aland.fi).