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## Data Protection

Notice to ship owners, managers, Masters, Approved Nautical Inspectors, Recognised Organisations and surveyors

*This Marine Notice supersedes BMA Information Bulletin No.177*

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### 1. Purpose

- 1.1. This Marine Notice provides advice on the protection of data processed by the Bahamas Maritime Authority (BMA).

### 2. Application

- 2.1. This Notice applies to all data processed by the BMA.

### 3. Introduction

- 3.1. The General Data Protection Regulation (GDPR)<sup>1</sup> is a regulation in European Union (EU) law on data protection and privacy for all individuals within the EU. It also addresses the export of personal data outside the EU. The GDPR aims primarily to give control to citizens and residents over their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU.
- 3.2. The BMA has implemented the GDPR across its business since 25 May 2018.
- 3.3. The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified, in particular by reference to an identifier. This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people.
- 3.4. The GDPR applies to both electronically collected or stored data and to manual filing systems where personal data are accessible according to specific criteria.

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<sup>1</sup> [Regulation \(EU\) 2016/679](#)

- 3.5. The BMA is committed to maintaining the trust and confidence of its stakeholders. In particular, the BMA **does not** sell, rent or trade email lists or contact information with other companies and businesses for marketing purposes.

**4. BMA Privacy Policy**

- 4.1. The BMA's Privacy Policy is available [here](#)<sup>2</sup> and is also provided in the Annex.

**5. Data Protection Officer (DPO)**

- 5.1. The BMA has appointed a Data Protection Officer (DPO).
- 5.2. The DPO may be contacted at:

Data Protection Officer  
The Bahamas Maritime Authority  
120 Old Broad Street  
London EC2N 1AR  
United Kingdom  
Tel: +44 20 7562 1300  
Email: [dpo@bahamasmaritime.com](mailto:dpo@bahamasmaritime.com)

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<sup>2</sup> <https://www.bahamasmaritime.com/information/privacy-policy/>

### Privacy Policy

This privacy policy sets out how the Bahamas Maritime Authority (The BMA) uses and protects any information that you give The BMA when you use this website.

The BMA is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

The BMA handles personal information in compliance with applicable Data Protection Legislation. We recognise the importance of the correct and lawful processing of personal data in maintaining confidence in our operations. We fully endorse and adhere to the principles set out within the legislation.

The BMA may change this policy from time to time by updating this page. You should check this page regularly to ensure that you are happy with any changes.

#### What we collect

We may collect the following information:

- From ship owners, managing companies and agents and their representatives, we collect personal information to allow us to contact you and to administer our relationship with you.
- From seafarers we collect personal information required to ensure you meet the requirements of maritime legislation including information such as your contact information, qualifications, and certifications.
- From ship owners, their representatives, port state authorities and other officials, seafarers, and passengers we collect personal information relevant to the investigation of serious marine casualty incidents.
- From inspection companies and inspectors, we collect personal information necessary to ensure that you are able to carry out the duties we request of you.

#### What we do with the information we gather

Where we collect personal data from the parties set out above, we will use this data in accordance with Data Protection regulation and Maritime regulation for the following purposes. We collect personal data about Vessel Owners, Shipping Companies and their Agents and their Appointed Representatives (such as Designated Person Ashore or Company Safety Officer). We use this information as part of the requirements to enabling vessels to the register whilst ensuring legal and safety standards are met.

We collect personal data about Seafarers to ensure that all seafarers employed on board Bahamas registered vessels, are trained and certified in accordance with the requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW).

We collect relevant personal data to investigate marine casualties involving Bahamian vessels worldwide and vessels of any flag, at the time of the event, within Bahamian territorial waters. We will investigate all very serious marine casualties as required by the Code of International Standards and Recommended Practices for a Safety Investigation into a Marine Casualty or Marine Incident (MSC.255(84)).

We collect necessary personal data from Inspectors and Inspection companies in order to ensure that all Inspectors are qualified to undertake activities in pursuance with the agreement between the BMA and the Inspection Company governing the activities of non-exclusive Inspectors appointed as approved nautical Inspectors.

### **Data Retention policy**

The BMA will only retain your personal information for any of the above purposes for as long as we have a relationship with you or for as long as we have an obligation under maritime law to keep your information.

### **Security**

The BMA are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information that we collect.

### **How we use cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling your personal information**

You may choose to restrict the collection or use of your personal information that we hold about you.

We will not distribute, sell, or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you.

If you believe that any information we are holding on you is incorrect, or incomplete, please write to or email us as soon as possible at the below address. We will promptly correct any information found to be incorrect.

### **Complaints about how we process your information**

The BMA is confident with the way that we handle any personal information, however, if you have any complaints as to how we handle your information then your first instance is to contact the BMA.

Complaints should be addressed to:

Data Protection Officer  
Bahamas Maritime Authority  
120 Old Broad Street  
London  
EC2N 1AR  
Email: [DPO@bahamasmaritime.com](mailto:DPO@bahamasmaritime.com)

