

# The ITF Seafarers Trust – Privacy Policy

## About this document

The ITF Seafarers Trust is committed to protecting your personal information. Our privacy policy states how we protect, use and retain the information you give to us.

We may change this policy from time to time in order to keep it up to date, you can find the current version of our policy on our website at <https://www.seafarerstrust.org/privacy-policy/>.

## Why we collect your information & the types of information we collect

The ITF Seafarers' Trust (The Trust, we, us, our) need to collect some personal information in order to make some grants, in the course of some projects, by your active use of our Apps and to comply with our legal and financial duties.

### Grants

Most of our grants are made to organisations and do not involve individuals. However, you may have to include personal information in a grant application you make to us. If you do, you are responsible for confirming that you have the written agreement and permission of any individuals identified in your application to pass their data to the Trust.

If we receive personal data for grant making purposes, we will only use this for the purposes of assessing a grant application, making a grant payment, managing or monitoring any grant we award.

We may share contact and other personal information with partner organizations in assessing the grant application. However, except as required by law, we do not disclose information to any organisations not involved in the grant making process or use it for any other purposes.

### Projects and events

The Trust undertakes a small number of projects and events. Where you are involved with a project the Trust is running, as well as specific data you provide to us when joining the project, we may collect information on your engagement with us, including attendance at our events or information needed to facilitate attendance, responses to surveys or focus groups, and your own activities specifically relating to the project.

### Alumni

The Trust sponsors several students each year, providing scholarships to attend the World Maritime University and the International Maritime Law Institute. Students' details will be submitted as part of the grant application process and treated as noted above in "Grants".

Former students or "Alumni" will be invited to join the ITF Seafarers' Trust Alumni Network, and with the permission of the Alumnus the Trust will retain their contact details and information (name, title, educational institution, year of study and course, contact details) in order to facilitate their involvement in the Network.

## **Apps**

The ITF Seafarers' Trust app "Shore Leave 3.0" is available to download on mobile devices in the Google Play store and Apple iStore. The app provides information on the location of Seafarers' Centres around the world and the services they offer to users of the App and seafarers using the app are given the option to enter a free (non-profit making) raffle by scanning QR code posters in seafarers' centres.

The app collects data from users including: name, email, location data and data about your usage of the app. This information is used to provide the app services to you and to provide anonymised statistical data about services to seafarers.

## **How long we keep your information**

We will not keep information for longer than is necessary, and will destroy it securely once it is no longer needed or if you withdraw your consent for us to retain your personal data.

Where a grant is unsuccessful, general information on applications (main contact and contact details for the application, organisations with whom they are affiliated, where appropriate the name of the intended recipient, details of the proposed project or need, progress through the application) will be kept indefinitely for statistical/research purposes.

Where a grant is successful, we will retain general information on the grant made (main contact and contact details for the application, organisations with which they are affiliated, where appropriate the name of the intended recipient, details of the proposed project or need, details of payment of the grant and our grant monitoring process) indefinitely for statistical/research purposes.

Where we are running a project, we may retain basic information on project participants (name of participant and their associated organization, the reason for and information on their involvement with the project) indefinitely for statistical/research purposes or to advise the Trust's development of future projects.

Where a user accesses one of our apps, we may retain anonymised statistical information indefinitely. We may retain basic information on winners of the Shore Leave 3.0 raffle (full name, email, address and contact details, date of winning, prize) indefinitely for monitoring purposes.

We will retain the details of Alumni as specified above indefinitely in order to support their involvement with the Trust's Alumni Network.

### Special information we collect

Certain types of personal information are more sensitive than others. These "special categories of data" about you includes information about health, union membership, disability, race, ethnicity, criminal offences (or alleged offences), political opinions, biometrics or religion.

We may collect and receive special information about you. We have identified below the types of special information we may collect or receive, how we will use it and why we will use it.

What we collect	How we use it
Information that you give us or that we receive when using our services:	We use this information to:
<ul style="list-style-type: none"><li>• Trade union and trade union membership information;</li><li>• Health records and medical information; and</li><li>• Information about any disability you may have, race, ethnicity, any criminal offences (or alleged criminal offences), political opinion, or religion.</li></ul>	<ul style="list-style-type: none"><li>• Process and monitor grant applications or</li><li>• Facilitate your involvement in projects or events</li></ul>

### Sharing your information with others

We will not share your personal information unless you have previously given us informed and specific permission to do so, in making grants or scholarships, undertaking projects and events as defined above, in order to meet our compliance and regulatory obligations or where we are required to do so by law.

We will not sell your data to any third party.

### Where your information will be held

Your data may be transferred to, stored or processed at a location outside of the European Economic Area by the Trust or third parties acting on our behalf. The Trust will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this policy.

We will only transfer data to jurisdictions outside the scope of the European General Data Protection Regulation (GDPR) where the appropriate safeguards set out in the GDPR are in place.

## Your rights

You may have certain rights in relation to your personal data including a right to access or to correct the information that we hold on you.

We've listed the rights you may have over your personal data and how you can use them below.

These rights will only apply in certain circumstances. They will generally not be available if there are outstanding contracts between us, if we are required by law to keep the information or if the information is relevant to a legal dispute.

- You can ask us to confirm if we are processing your information;
- You can ask for access to your information;
- You can ask to correct your information if it's wrong;
- You can ask us to delete your information;
- You have a right to be forgotten and you can ask that our systems stop using your information;
- You can ask us to restrict how we use your information;
- You can ask us to help you move your information to other companies – to help with that, you have a right to ask that we provide your information in an easily readable format to another company;
- You can ask us to stop using your personal data, but only in certain cases; and
- You have the right to complain to the relevant supervisory authority.

## Cookies

Our website uses cookies. Cookies are small files stored on your computer's hard drive which are used to collect your personal data. We use cookies that identify your browser or device. They collect and store information when you visit our Site about how you use it.

For more information about cookies, the types of cookies we use and how we use them please see our Cookies Policy.

## Contact us

If you have any enquiries about this privacy policy or how we process your data you can contact us via the contact form on our website, by email, by post or by telephone:

The ITF Seafarers' Trust, ITF House, 49-60 Borough Road, London SE1 1DR

Telephone: +44 (0)20 7403 2733

[info@seafarerstrust.org](mailto:info@seafarerstrust.org)

<http://www.seafarerstrust.org/contact/>

## Cookies Policy

### What are cookies?

Cookies are small text files that are set to your web browser, allowing the website operator to provide services for web users, such as registration and online discussion. Cookies also provide information to the website operator about which pages and services are being used and how often. You can read more about cookies at [this website](#).

### Which cookies does the ITF Seafarers' Trust website use?

The ITF Seafarers' Trust (ITFST) website uses a very small number of cookies to support your use of the webpage, and also a number of third party cookies – meaning they are set by the organisation that provides the service – to allow the ITFST to anonymously measure how popular its website pages are and also how often it is visited.

For a full list of the cookies used on the ITFST website and what they do, please scroll down to the table at the bottom of this page. By continuing to use our website, you are agreeing to our use of cookies.

### Why does the ITFST need to use cookies?

Some cookies are important for the seamless delivery and smooth running of the ITFST website while others allow the ITF to anonymously measure how successful its content is among web users. This data evaluation, also known as 'analytics', helps the ITFST to plan future content and digital services that benefits our grantees, partner organisations and worldwide audience.

### How can I control cookies?

You can control cookies via your browser settings using the information [here](#). If you would like to delete cookies from your browser you can find out how using the link [here](#).

### USEFUL LINKS

[Useful information about cookies](#)

[Your online choices: a guide to online behavioural advertising](#)

Please email the ITFST at [info@seafarerstrust.org](mailto:info@seafarerstrust.org) if you have any other concerns about this issue.

### COOKIES USED ON THE ITFST WEBSITE

NAME	SET BY	PURPOSE
PHPSESSID	ITFST	PHP session cookie used to identify the user
_ga, _gid, _gat	Google	Google Analytics tracking cookies. Click to read Google's <a href="#">privacy policy</a>