



IJUBOA Privacy and GDPR Policy

General information

This notice relates to the way in which IJUBOA processes personal information about individuals. If you have any difficulty understanding the information in this policy, please contact our Data Protection Officer using the details below.

IJUBOA is a data controller. It can be contacted as follows:

Email: sophie@ijuboa.com

Mail: Shore Farm, Ash Street, Wrabness, Essex, CO11 2TG

Data protection contact: Sophie Willcock

The International Jack Up Barge Operator's Association is a trade association representing and providing services to member companies, with the goal of improving safety and standards in the marine contracting industry.

IJUBOA processes personal data on a 'legitimate interests' basis under Article 6 (1) of the General Data Protection Regulation (GDPR). This enables us to provide a full range of services to our members and also services relating to SwiftTrack, our accreditation scheme and marketing activities.

Under relevant laws, such as the EU General Data Protection Regulation (GDPR), data subjects have the following rights:

The right to be informed – when we collect your data, we will tell you what data, why we are collecting it, how we will use it and how long we will store it for.

IJUBOA follows the six GDPR principles relating to the processing of personal data, i.e. that it should be:

- processed lawfully, fairly and in a transparent manner
- collected for specified, explicit and legitimate purposes
- adequate, relevant and limited to what is necessary
- accurate and, where necessary, kept up to date
- retained only for as long as necessary
- processed in an appropriate manner to maintain security.

Official Logbooks

IJUBOA sells printed logbooks. It collects only that data which is necessary to identify the customer, deliver their goods, apply appropriate taxes and complete required accounting records. This data is retained in accordance with accounting rules.

All personal details held by holders of the IJUBOA Blue Book have agreed to have their data kept by IJUBOA for the purposes of monitoring their CPD.

The principal information that will be collected by IJUBOA from recipients of the Blue Book is date of birth, place of birth, nationality, passport number, telephone contact numbers, email address, and current photographic identity of that person. The following is a non-exhaustive list of data we collect. Where other methods are used, an additional data protection/privacy statement will be provided at the collection point and/or this policy updated.

Membership

IJUBOA will where necessary, confirm qualifications, experience and employment history with known members who have a legitimate right to be informed of this information.

This data may additionally include a role or job title, to help verify the appropriateness of the nomination. We will notify such individuals of their nomination and our processing of their personal data on this basis.

Data is used to provide a variety of member services. Names and company affiliations form part of a record of activity, such as minutes of committee meetings, proceedings of seminars and workshops, and as part of committee election materials. Business contact details may be shared with committee and workgroup members for the sole purpose of furthering IJUBOA's published objectives and work programme. Such data is generally retained indefinitely, subject to the rights of data subjects to restrict processing.

Events

IJUBOA organises with others a range of training sessions and workshops, to which its members and selected others are invited. As part of this activity, only that data is collected which is required for contacting delegates about event arrangements and providing reports on event outcomes. Such data is retained in accordance with accounting rules (as needed for paid events, but also for non-paid events for simplicity).

Certification

IJUBOA runs certification schemes for Barge Masters through our SwiftTrack app. Data collected includes identity verification (such as passport or driving licence details), details of relevant certification and work history and a history of the application process, including examinations and resits. Such data is generally retained permanently. This is required to ensure a robust system that ensures the competence of those highly working safety critical positions in the marine SEP industry.

This information will be shared with our partners at SwiftTrack and The Nautical Institute for certification purposes.

Other business records

IJUBOA maintains email, other electronic and physical records of business activities, which may contain personal data provided by individuals as part of normal business communications. This is processed in line with the six GDPR principles, with a document and data retention policy setting out retention periods appropriate to business needs and legal requirements.

IJUBOA uses industry leading online services and a variety of security software and hardware to ensure personal and other data is suitably protected. A comprehensive cybersecurity review is undertaken regularly. Awareness programmes on data protection and security matters are operated for IJUBOA staff and supported by an established, competent specialist IT company.

IJUBOA will comply with any legal requirements to provide data to national authorities.

IJUBOA may also use online services for storage and other processing, including communicating with its members and other business contacts, in line with this privacy policy. IJUBOA reviews the capabilities and policies of such providers before using them.

It is sometimes necessary for IJUBOA to process data outside the EU:

IJUBOA data is restricted to staff operating at the IJUBOA HQ office. No data is permitted to leave this location unless it is specifically and correctly approved by two members of the IJUBOA admin staff. Such access is controlled by appropriate cybersecurity controls.

For further details on any aspect of our privacy policy and data processing, to exercise any of the rights set out in section 2 or to make a complaint, please use the contact details shown in section 1.

You also have the right to lodge a complaint directly with a supervisory authority, such as the Information Commissioner's Office (ICO) in the UK (or any other EU supervisory authority you prefer).

The ICO has extensive guidance to your rights and our responsibilities on its website (ico.org.uk).