



Privacy Policy

Cefor communications and events

Contents

1. Introduction	2
2. When we collect information from you	2
3. Information we collect from you	2
4. How we use the information	2
5. Storage and retention of your information	3
6. Your rights	3
7. Data controller	3

Issued 8 June 2018

1. Introduction

This notice describes how Cefor, as a data controller, collects, uses, shares, protects and processes the personal information we may collect from you, or that you may provide to the Association.

We are committed to ensuring that your privacy is protected. All personal data will be handled in accordance with applicable data protection law.

2. When we collect information from you

We collect information from our day to day contact with our members, industry stakeholders and general public. Personal information is gathered in a range of ways including by emails, business cards, written correspondence, orders for the Nordic Plan, and when you sign up for courses and events organized by Cefor.

3. Information we collect from you

We may collect the following information from you:

- Name, job title, company & area of expertise
- Company and/or personal address
- Email address and phone number
- Professional biography and photo when relevant for application to education courses, appointments or as a speaker
- Other information relevant to a particular purpose (e.g. dietary requirements for an event)

4. How we use the information

The information is only used for administrative purposes, to inform about Cefor news and events or for invitations. We may share information with co-hosting event organisers or third parties assisting with an event (i.e. to prepare name tags). The information will not be used for marketing purpose or shared with unrelated third parties.

The legal basis for the processing of personal data may be found in Article 6(1)(f) of the GDPR (balancing of interests).

5. Storage and retention of your information

To prevent unauthorized access or disclosure, we have put in place appropriate physical, technical and organisational measures to safeguard and secure the information we collect. Access is restricted to Cefor employees only, and your data is stored with a GDPR compliant provider.

We will retain your personal information for as long as is reasonably necessary to fulfil the relevant purpose, and statutory or other regulatory requirements. The retention period will primarily be determined by the duration of our relevant business relationship with you. To document completion of courses or for historical purposes, the retention period will be for longer periods of time. Your personal information will be deleted when there is no longer a valid business reason for retaining your data.

6. Your rights

You have the right to access a copy of any information we hold about you. If incomplete or inaccurate, you can request for it to be rectified.

You have the right to request that your data is deleted.

If you no longer wish to receive invitations or news updates, you can at any time respond to such emails by inserting unsubscribe in the subject field. Your request will be implemented promptly upon receipt.

7. Data controller

If you have any concerns or questions about the way we handle your personal data, you can contact us at cefor@cefor.no.

The Nordic Association of Marine Insurers (Cefor)
Hansteens gate 2
0202 Oslo
Norway

Phone: +47 23 08 65 50

Managing Director: Helle Hammer