

PRIVACY POLICY

CrewBridge Limited

Document Control

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1. Introduction

CrewBridge Limited and its subsidiary companies (“we”, “us”, “our”) is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, and protect your personal data when you visit our website or engage with our services.

2. Legal Framework

We process personal data in accordance with the **Data Protection (Bailiwick of Guernsey) Law, 2017** (“the Law”) and any applicable regulations.

For the purposes of the Law, CrewBridge limited is the “data controller”.

3. Information We Collect

We may collect and process the following types of personal data:

a. Information you provide to us:

- 🔗 Name, company name, and job title
- 🔗 Contact details (email address, phone number, address)
- 🔗 Information submitted via contact forms or enquiries



b. Information collected automatically:

- 🔒 IP address
- 🔒 Browser type and version
- 🔒 Pages visited and time spent on the website
- 🔒 Cookies and tracking data (see Section 8)

c. Information for service provision (if applicable):

- 🔒 Employee and payroll data
- 🔒 Identification documents for compliance purposes (e.g. CDD/AML)

4. How We Use Your Information

We use your personal data to:

- 🔒 Respond to enquiries and provide requested information
- 🔒 Deliver and manage our services
- 🔒 Comply with legal and regulatory obligations (including AML/CFT requirements)
- 🔒 Improve our website and user experience
- 🔒 Maintain internal records and administrative purposes

We will only use your data where we have a lawful basis to do so.

5. Lawful Bases for Processing

We rely on one or more of the following lawful bases:

- 🔒 **Consent** – where you have given clear permission
- 🔒 **Contractual necessity** – to perform a contract with you
- 🔒 **Legal obligation** – to comply with applicable laws and regulations
- 🔒 **Legitimate interests** – for our legitimate business interests, provided these are not overridden by your rights



6. Sharing Your Information

We may share your personal data with:

- ☒ Service providers and professional advisers (e.g. IT providers, payroll software providers)
- ☒ Regulatory authorities, courts, or law enforcement where required
- ☒ Third parties where necessary to provide our services

We will not sell your personal data to third parties.

7. International Transfers

Where personal data is transferred outside the Bailiwick of Guernsey, we will ensure appropriate safeguards are in place, such as:

- ☒ Transfers to jurisdictions deemed to provide adequate protection
- ☒ Use of standard contractual clauses or equivalent safeguards

8. Cookies

Our website uses cookies to improve functionality and user experience.

Cookies may be used to:

- ☒ Analyse website traffic
- ☒ Remember user preferences
- ☒ Support website performance

You can control or disable cookies through your browser settings.

9. Data Retention

We retain personal data only for as long as necessary to:

- ☒ Fulfil the purposes for which it was collected
- ☒ Comply with legal, regulatory, and accounting requirements

Retention periods may vary depending on the nature of the data and applicable obligations (including AML/CFT requirements).



10. Data Security

We implement appropriate technical and organisational measures to protect personal data against:

- ☒ Unauthorised access
- ☒ Loss or destruction
- ☒ Misuse or alteration

However, no method of transmission over the internet is completely secure.

11. Your Rights

Under the Law, you have the right to:

- ☒ Access your personal data
- ☒ Request correction of inaccurate data
- ☒ Request erasure of your data (in certain circumstances)
- ☒ Restrict or object to processing
- ☒ Request data portability (where applicable)
- ☒ Withdraw consent at any time (where processing is based on consent)

To exercise your rights, please contact us using the details below.

12. Complaints

If you believe your data has been handled improperly, you have the right to lodge a complaint with the **Office of the Data Protection Authority (Guernsey)**.

13. Third-Party Links

Our website may contain links to third-party websites. We are not responsible for the privacy practices or content of such websites.

14. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated effective date.



15. Contact Us

If you have any questions about this Privacy Policy or how we handle your data, please contact:

CrewBridge Limited

Email: info@crewbridgemaritime.com

