

PERSONAL DATA AND PRIVACY POLICY (GDPR)

With our data processing, storage and security practices, The Geos Group aims to be fully compliant with the General Data Protection Regulation (GDPR) rules, effective from 25 May 2018.

WHAT DATA DO WE NEED ABOUT YOU?

We need only information relating to the business dealings we have with you – your business email address, the address, website and phone numbers of your business, and basic information about your role and responsibilities. This is to enable us to understand the needs of your business, to provide you with a good level of service, to process documentation relating to contracts and payments, and to communicate effectively with you. We do not collect or store any personal data other than that which is business-related, and which is necessary for us to carry on our trading and marketing activities.

HOW DO WE STORE THE DATA WE HAVE ABOUT YOU?

We store the data we have about you on our internal office equipment, all of which operate on the Microsoft Office 365 platform, which is backed up to external Microsoft Datacentres. Our internal office equipment is made up of desktop and laptop computers, along with smartphones and tablets. All of our equipment is individually secured initially through controlled username and password access, and then through a secure Microsoft login. We also store data about you externally on the Sage and Salesforce platforms – secure third-party financial management and customer relationship management service providers. We store email addresses on Campaign Monitor, a secure email marketing service provider. These third-party providers do not share the data we have about you or use it for their own marketing purposes. All the personal data we have about you is confidentially processed by Geos Group Ltd staff in the UK. However, for the purposes of IT hosting and maintenance, this information may be located on secure servers elsewhere in the world. No third parties have access to your personal data unless the law allows them to do so.

WHO DO WE SHARE THIS DATA WITH?

We do not share your personal data with any other organisation, unless it is strictly necessary in order to carry out our normal trading activities of buying, transporting, storing, selling and delivering marine fuel. The data we do need to share for operational purposes is likely to be limited to your name, business email address and phone number. We only share this data to trusted third parties with whom we have a professional business relationship, and they will not share your data with any other organisation.

HOW LONG DO WE KEEP THIS DATA FOR?

We are required under UK tax law to keep the personal data we have about you for a minimum of 6 years. Data that we use for the purposes of marketing communications will be kept until you notify us that you no longer wish to receive these communications.

NEWSLETTER SERVICE

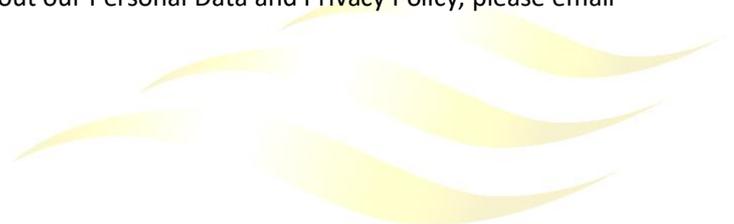
From time to time, we produce and distribute a company newsletter. This is an important part of our service, as it provides our professional business network with:

- Useful information about marine gas oil – pricing insights, demand and supply, and fuel properties
- Informed commentary on market trends, and the energy and shipping industries
- The latest company news about the Geos Group Ltd, including new services available

We email the newsletter only to people and organisations with whom we have recently done business – who we have sold to, bought from, collaborated with, or negotiated a possible trade with – or people who have subscribed. Newsletter recipients can unsubscribe from our newsletter at any time and will not receive any further newsletters from us.

YOUR RIGHTS

You have a number of rights regarding your personal data, as outlined in the General Data Protection Regulation (GDPR). You can ask for a copy of the information we hold about you, ask to not receive further marketing emails, and ask us to correct anything that is wrong. If you have any questions about our Personal Data and Privacy Policy, please email commercial@geosgroup.com



GEOS GROUP

Energy in Partnership