



SEA BIRD SERVICES INC.
Data Protection Policy

Document Number
SBS/QP/MW/20231204
Issue: 00 Rev : 00
Date of Issue : Dec 2023
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- Introduction:** Sea Bird Services is committed to protecting the rights and freedoms of data subjects and safely and securely processing their data in accordance with all of our legal obligations. We maintain personal information about clients, suppliers, workers, and other people for a range of business needs.
- Purpose:** This policy sets out how Sea Bird Services protect personal data collected from customers for work purposes and ensures that Sea Bird Services staff understand the rules governing their use of the personal data which they have access in the course of their work. This policy is set in accordance to General Data Protection Regulation (GDPR).
- Accountability:** Accountability means that Sea Bird Services responsibility for Data Processing that complies with the other principles GDPR. Sea Bird Services have the appropriate measures and records in place giving us the ability to demonstrate our compliance to data protection.
- Principles:** Ten privacy principles are covered by our Data (Privacy) Protection procedure:
For sensitive and personal data to be properly managed and protected, these ten privacy principles are necessary. These principals are founded on the basis of International Standards which are incorporated into numerous privacy laws and regulations of different jurisdictions worldwide.
- 1. Management:** As Sea Bird offers services to EU nationals, we firmly apply data privacy and protection procedure. By means of suitable administration and strict implementation of standards and regulations, we shall:
Ensure fair collection and utilization of data.
Comply with legal requirements to identify the uses of information.
Limit gathering and processing of data to the extent that is necessary for operational needs.
Setting appropriate measures in place to ensure compliance with updated Data Protection Regulations
Ensure that all our staff who process data.
- 2. Notice:** We provide notice of our privacy policies and practises whenever personal data is processed in Sea Bird Services database. As part of our commitment to protecting people's privacy, we will handle all personal data gathered about them in connection with the removal service in a way that complies with both our own privacy policies and any applicable laws.
We only handle personal data that is necessary to fulfil customer request for a removal service. If processing sensitive data is required to abide by the relevant laws, then we may do so. To sum up, unless sufficient privacy protection measures are in place, no personal or sensitive information will be gathered, processed, or transferred.
- 3. Consent:** When Sea Bird is requested to do a removals service customer is explicitly asked for his consent to collect, use or disclose personal information as specified in the notice given to him by us. Here, explicit consent means that customer has been explicitly given us a consent to collect, use or disclose his personal information.
- 4. Collection:** We collect and process personal information in a fair and ethical manner. We collect personal information only in relation to the removal and freight services requested by customer.
- 5. Use, retention, and disposal:** We only use personal data for the specific reason of giving our customer the requested removal services, for which we have customer consent when the data is entered into our database.



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- 6. Access:** Customer may access and update his personal information by contacting Sea Bird
- 7. Disclosure to third parties:** Only insofar as it is required for Sea Bird to use and disclose customer personal data for the purposes it was collected to achieve. Sea Bird Services will never sell or give or disclose any personal data of one of its customers to any third party who is not involved in completing the removal services that customer has requested.
- 8. Security for privacy:** Sea Bird Services IT department protects personal data against unauthorised access (both logical and physical). Necessary security are applied measures to prevent illegal access to, alteration of, disclosure of, or destruction of personal information. Only authorised personnel will have access to personal data.
- 9. Quality:** Sea Bird Services maintain accurate, complete, and relevant personal information as reasonably possible and only for the purposes identified in the notice.

At Sea Bird Services we have procedures in place to monitor compliance with our policies. We resolve complaints and disputes related to the protection of personal information. All employees of Sea Bird are well aware that violation of the data protection rules and regulations set will result in a disciplinary action that may reach termination of services without pay. If customer believes that a breach to GDPR he may send a complaint Sea Bird Vice President who will investigate customer complaint.

Approved and Revised By:
Mr. Ahmed M. Youssef

Vice President
Sea Bird Services