

# FONASBA GDPR COMPLIANCE

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**LONDON, April 2018**

## **EDUCATION PROGRAMME DATA COLLECTION AND PROCESSING POLICY**

### **BACKGROUND**

In its own right, FONASBA currently provides two education initiatives, namely the FONASBA Agent Diploma and the FONASBA Young Ship Agent or Ship Broker of the Year Award. Both programmes are only available to individuals that are employees of companies in membership of a FONASBA association or of a FONASBA Associate or Club member.

The FONASBA Agent Diploma is administered on behalf of FONASBA by the Association of Ship Brokers and Agents (USA) Inc., its member association in the United States (henceforth ASBA). The data listed below will therefore be collected, processed and retained outside the European Union.

The Young Ship Agent Award (henceforth the YABA), is administered by the FONASBA Secretariat.

### **FONASBA AGENT DIPLOMA**

#### **DATA COLLECTION**

The following personal data is provided by the entrant to ASBA either directly or through their association:

- Name and contact details of the entrant
- Name and contact details of a contact person within the entrant's company for the purposes of supervising the online examination process
- Name and contact details of the responsible person within the FONASBA association of which the entrant's company is a member
- In some cases credit card information may be provided for the purposes of paying the entrant's participation fees.

Some or all of this information may be copied to FONASBA but it is not necessary to do so for the purposes of administering the Diploma programme.

#### **DATA PROCESSING**

On receipt of the above-mentioned information, ASBA will provide the entrant with course material and access information for the online examination. Practical details of the requirements for hosting the examination will also be provided to the entrant's company supervisor. On completion of the examination, ASBA will notify the entrant of the result. Their company supervisor, association officer and FONASBA will be in copy. In the event of a successful pass, FONASBA will issue the entrant with an appropriate certificate. Should the entrant not pass, ASBA will provide information on retaking the examination.

## DATA RETENTION

Personal data will be retained for six months after the entrant has passed the examination, or has indicated they no longer wish to participate in the programme, in this case either by notifying ASBA directly or not applying for a retake of the examination, following which the data will be securely destroyed.

A list of the names of the successful entrants for the Agent Diploma will be retained by ASBA and FONASBA for record purposes.

**ASBA has committed to complying with the requirements of this policy in relation to the collection, processing and retention of data on entrants to the Agent Diploma.**

## FONASBA YABA

### DATA COLLECTION

The following personal data is provided by the entrant to FONASBA:

- Name and contact details of the entrant

### DATA PROCESSING

FONASBA will utilise the information received from the entrant for the purposes of administering their entry, including receiving and passing to the Review an initial synopsis of their proposed entry, returning comments from the Committee to the entrant and in due course for notifying the results of the Award. No personal data will be shared with the Review Committee.

The name and a photograph (provided by the winner themselves) of the winner of the award will be used for publicity purposes following the completion of the Award. This will include a press release circulated to the FONASBA membership, the maritime media and uploaded to FONASBA's website and social media platforms. A warning that their personal data will be used for these purposes is included in the YABA entry information that is circulated to all FONASBA associations, posted to the website and sent individually to every prospective entrant.

### DATA RETENTION

Personal data will be retained for six months after the Award has closed, following which it will be securely destroyed.

A list of the names of the entrants for the YABA will be retained by FONASBA for record purposes.

### DATA BREACH

Any personal data breach will be investigated and actioned in accordance with FONASBA's Personal Data Breach policy.

JCW/London, April 2018.