

# YCF MARITIME

## PRIVACY POLICY



### 1. WHO IS RESPONSIBLE FOR YOUR DATA?

**YCF Maritime, LLC** ("YCF Maritime") is a "data controller" within the meaning of the the EU General Data Protection Regulation (Regulation (EU) 2016/679, "GDPR"). YCF Maritime controls how your personal data is collected and the purposes for which it is used. References to YCF Maritime in this Privacy Policy include:

- **LISCR, LLC** ("LISCR"), whose principal place of business is 22980 Indian Creek Drive, Suite 200, Dulles, VA 20166, United States of America, appointed as agent of the Commissioner of Maritime Affairs of the Republic of Liberia in accordance with Section 13 of the Maritime Law, (Title 21 of the Laws of the Republic of Liberia Revised), and contractually operating the corporate register as agent of the Minister of Foreign Affairs of the Republic of Liberia;
- **EuroFlag Services SARL** ("EFS"), whose principal place of business is 25B Boulevard Royal, 6th Floor, Luxembourg, Luxembourg, accredited by the Luxembourg Government (Ministry of the Economy) to act as maritime manager for vessels under the Luxembourg flag;
- **SeaNet Verification Services, LLC** ("SeaNet") whose principal place of business is 22980 Indian Creek Drive, Suite 200, Dulles, VA 20166, United States of America, providing variety of shipping industry services;
- **SeaNet Maritime Services SARL**, ("SeaNet") whose principal place of business is 25B Boulevard Royal, 6th Floor, Luxembourg, Luxembourg, authorized by the Luxembourg government to carry out flag state inspections on Luxembourg-flagged vessels on behalf of the Commission for maritime affairs in Luxembourg for which it also acts as technical consultant and service provider.

### 2. PERSONAL DATA THAT WE COLLECT ABOUT YOU

"Personal data" means any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. We collect and process personal data to provide effective and professional ship and corporate registry services. The personal data categories detailed below are submitted to us by clients in the course of our daily business, and may be collected from publicly available sources including websites, search engines and social media profiles.

## 2.1. SEAFARER'S CERTIFICATION

Personal Data	Legal Basis
<p>Names, contact details (home address, email, phone), date of birth, nationality, residence, birthplace, passport number, height, weight, distinguishing marks, gender, date of last physical, maritime status, licenses, emergency contact.</p>	<p>Public task: We process personal data to establish compliance with the requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers ("STCW" 1978) and related International Maritime Organization ("IMO") resolutions prior to issuing seafarer certificates. The personal data is also used to guard against fraud and other unlawful practices involving seafarer certificates and endorsements.</p>

## 2.2. VESSEL MORTGAGE AND REGISTRATION

Personal Data	Legal Basis
<p>Names, contact details (home address, business address, employer, office and home phone numbers, work email) and identification details (date of birth, passport or Identity card number and job title).</p>	<p>Public task: We process personal data to establish compliance with the conditions fixed by Liberia and Luxembourg for the grant of nationality to their ships, for the registration of ships in their territory and for the right to fly their respective flags, as provided for by the United Nations Convention on the Law of the Sea, 1982 ("UNCLOS"). We also process personal data for the registration and enforcement of mortgages in the Liberian public register in accordance with Liberian law and the International Convention on Maritime Liens and Mortgages, 1993.</p>

## 2.3. INSPECTIONS AND AUDITS

Personal Data	Legal Basis
<p>Names, contact details (email, phone, home address), passport number, date of birth, nationality, license(s) and banking information.</p>	<p>Public task: We employ inspectors on a contractual basis to perform inspections verifying compliance of Liberia and Luxembourg-flagged ships with applicable Flag State requirements. This includes verification that on-board certificates issued pursuant to international rules and standards [UNCLOS, International Safety Management ("ISM") Code, International Convention for Safety of Life at Sea ("SOLAS") Chapter XI-2, the International Ship and Port Facility ("ISPS") Code and Maritime Labor Convention, 2006] are in conformity with the actual condition of the vessels.</p> <p>We process inspector/auditor personal data to verify qualifications (based on legitimate interest in delivering a quality and secure service when performing our public task), generate flag state inspector and/or auditor identification cards for vessel boarding and port entry and to coordinate vessel inspections with Owners, Operators, Local Vessel Agents and Administration(s). Banking information is processed for inspector and auditor remuneration.</p> <p>We may share names and contact information of Local Vessel Agent(s) and/or DPA(s) with contracted inspectors and auditors for scheduled inspections to facilitate communication in case of delay or otherwise. This processing is done in the legitimate interest of fulfilling our Public task.</p>

## 2.4. SAFETY AND SECURITY

Personal Data	Legal Basis
<p>Designated Person Ashore (DPA) names and contact details (phone number(s), work email and office address)</p>	<p>Public task: We process and maintains DPA records of vessels registered in the Liberian and Luxembourg ship registries which fall within the scope of the ISM Code. This information enables direct and immediate contact at all times with the Flag State, in accordance with the ISM Code. DPA information is collected through Form RLM-297 or the EFS Luxembourg Vessel Registration Application. DPA data is also used to schedule flag state inspections and regulatory verification measures described above.</p>
<p>Company Security Officer (CSO) names and contact details (work phone, cell phone, office fax, work email, telex numbers and after hours contact number)</p>	<p>Public task: We process personal data to comply with special measures for enhancing maritime security provided for in SOLAS Chapter XI-2 and the ISPS Code. For Luxembourg registered vessels, Regulation (EC) N° 725/2004 of the European Parliament and of the Council of 31 March 2004 on enhancing ship and port facility security transposes SOLAS XI-2 and the ISPS Code into EU Member State law. Every ship to which the ISPS Code applies must, amongst other things, have a CSO. LISCR processes the personal data of CSOs detailed in the Declaration of Company Security Officer for each vessel and any change of CSO must be notified to LISCR by email. EFS processes CSO names and contact details of responsible CSO in its Luxembourg vessel registration application and all changes must be notified to us by email.</p> <p>We process personal data when vetting ISPS Code-mandated Ship Security Plans of Liberian-flagged vessels for approval.</p> <p>We also process personal data to verify summaries submitted as documentary evidence of ISPS-mandated security exercises performed on Liberian-flagged vessels at least once each calendar year with no more than 18 months between exercises. The summary provides, amongst other things, a list of all parties involved including the designated CSO and the names, ranks and dates of birth of any seafarers participating in the exercises.</p>
<p>Privately Contracted Armed Security Personnel (PCASP) names, passport, date of birth, CV, licenses, training records, extracts of criminal record</p>	<p>Public task: We process PCASP requests from owners/operators of Luxembourg-flagged vessels. Request are accompanied by supporting personal data required by the Commissioner for maritime affairs in Luxembourg, including extracts of criminal record, pursuant to IMO MSC.1/Circ. 1405/Rev. 2 and MSC.1/Circ. 1443. EFS verifies requests in its capacity as Luxembourg government accredited maritime manager under the control of the Luxembourg Ministry of the Economy. Upon review, we transmit the complete file to the Luxembourg Government for the issuance of an Armed Guard authorization (Commission for maritime affairs in Luxembourg) and Weapon Certificate (Ministry of Justice). We do not record or maintain criminal offence data.</p>

## 2.5. INVESTIGATIONS

Personal Data	Legal Basis
Names, home address, date of birth, place of birth, seafarer certificates and qualifications, experience, credit card information through payment confirmations and autopsy reports.	Public task: We process personal data to conduct marine casualty and navigation incident investigations involving Liberia-flagged vessels in accordance with applicable international conventions [UNCLOS, SOLAS, the International Convention for the Prevention of Pollution from Ships ("MARPOL") and IMO Resolution MSC.255(84) ("Casualty Investigation Code")].
Names, home address, date of birth, birthplace, passport information, citizenship, country of residence.	Public task: We process personal data to organize ISM and ISPS training sessions as part of continuing education measures in keeping with IMO Resolution A.1070(28) "IMO Instruments Implementation Code."
Names; home address; country of residence; citizenship; Seafarer's identification number.	Public task: We process personal data to issue Tax letters in accordance with the Agreement between the Republic of Liberia and Federal Republic of Germany for the Avoidance of Double Taxation with Respect to Taxes on Income and Capital (1970).

## 2.6. CORPORATE

PERSONAL DATA	LEGAL BASIS
<p>Names, home address, date of birth, birthplace, citizenship, nationality, passport information, Identity card, driver's license number and related information.</p>	<p>Public task: We process personal data to ensure compliance with OECD Global Forum on Transparency and Exchange of Information for Tax Purposes ("the Global Forum") tax transparency standards: (1) availability of information; (2) appropriate access to information; (3) existence of exchange of information mechanisms.</p>
<p>Names, home address, date of birth, birthplace, citizenship, nationality, Passport information, Identity card, driver's license number and related information.</p>	<p>Public task: We process personal data in accordance with Tax Information Exchange Agreements (TIEAs) concluded between Liberia and 16 jurisdictions: Australia, Ghana, France, the Netherlands, the United Kingdom, Portugal, Poland, Denmark, Finland, Faroe Islands, Greenland, Iceland, Norway, Sweden, India and South Africa. Liberia also has a Double Taxation Agreement with Germany.</p>
<p>Names, home address, date of birth, birthplace of birth; country of citizenship; nationality; passport number and related information; Identity card and driver's license number and related information.</p>	<p>Public task: We process personal data so employees empowered by the Liberian Maritime Authority to act as Special Agents can acknowledge the identity of persons signing documents submitted for filing, legalize the authenticity of the signature on documents, and affix apostilles to public documents issued by the Registry in accordance with applicable international conventions.</p>
<p>Names, home address, date of birth, birthplace, citizenship, nationality, passport information, Identity card and driver's license number and related information.</p>	<p>Public task: We process personal data to ensure compliance with conditions for granting Liberian nationality, fixed in accordance with UNCLOS. In particular, we process personal data to assess applications from non-Liberian entities to qualify as Liberian Foreign Maritime Entities ("FMEs"), thereby satisfying Liberian registry vessel ownership requirements.</p>

## 2.7. BUSINESS DEVELOPMENT

PERSONAL DATA	LEGAL BASIS
Names, email, phone number, title, occasionally date of birth and previous employment.	<p>Legitimate interest: We process your personal data to personalize and improve your customer experience. Integrated marketing communication forms an integral part of our efforts to increase market share, raising industry awareness of new services and products which facilitate regulatory compliance. This is in keeping with our public task to improve safety, security and the protection of the marine environment. We may use your information to tailor our communications and manage our existing relationship with you. We may also use this information to obtain feedback on our products and services and to answer your inquiries and solicitation requests, including those submitted through our websites. We only reach out to you in your capacity as a corporate representative in keeping with reasonable expectations for the processing of your personal data.</p> <p>We also process your personal data based on the legitimate interest in running our daily business, being able to provide you with our services and performing public tasks. We may occasionally need to contact you by email or phone for administrative or operational reasons. For example, to update you on the status of your company, vessel, invoices, payment confirmation, product delivery, or provide notice of legislative and regulatory updates, operational and security changes and related developments. These communications are not made for marketing purposes and you will continue to receive them even where you inform us of your desire not to receive our marketing materials.</p>

## 2.8. ACCOUNTING

PERSONAL DATA	LEGAL BASIS
First and last name of payer (physical person), home address, date of birth; bank account information, accounting number, routing number, IBAN, credit card number and related payment information.	<p>Legitimate interest: We process your personal data to fulfil our administrative purposes, protect our business interests and fulfill your purchase and service orders. The business purposes for which we will use your information include, but are not limited to, accounting, billing and audit, credit or other payment card verification, fraud screening, safety, security and legal purposes. This includes collection and processing of registration fees, taxes and other fees related to the Liberian Ship and Corporate Registry and the Luxembourg Ship Registry. We only handle personal data that is necessary to process payments submitted to us by our clients, or outgoing payments for parties we employ in our services.</p>

### 3. OTHER DATA PROTECTION RIGHTS

You benefit from certain legal rights under the GDPR which you can enforce against YCF Maritime. A summary of these rights is provided below. For more complete information, please see Sections 3-5 of the GDPR:

- **Right to object** to our processing your personal data on grounds relating to your specific situation. For example, you may object to receive our marketing material and we will delete you from our marketing database immediately;
- **Right of access** entitles you to confirmation that we process your personal data. If we do process your data, you are entitled to, amongst other things, be informed of the processing purpose, categories and the parties we have or will be sharing your personal data with, and for how long your data will be stored. You may also request access to your personal data to be aware of and verify the lawfulness of the processing;
- **Right to rectification** to correct inaccurate personal data collected about you;
- **Right to erasure** entitles you, in certain cases, to submit a request for us to delete your data, for example when such data is no longer needed for the purpose it was collected. The right to erasure does not apply for any personal data processed on the basis of public task, as outlined above, where processing is necessary to comply with a legal obligation or for the establishment, exercise or defence of legal claims.
- **Right to restrict** processing of your information where you have a particular reason. For example, you may contest or wish to verify the accuracy of your data;
- **Right to data portability** entitles you to receive personal data provided to us in a structure, commonly used and machine readable format. You can also request your personal data to be transferred to another controller. The right to data portability does not however apply to personal data processed on the basis of public task, as outlined above;
- **Right to lodge a complaint** with a supervisory authority where you believe your personal data has not been processed in accordance with the GDPR.

### 4. SECURITY OF YOUR PERSONAL DATA

We employ technical and organizational security measures to ensure your data is processed securely, to guard against the risk of accidental or unlawful destruction, loss, alteration, unauthorized disclosure or unauthorized access, and to offer technical support if requested. Our internal databases are password protected and access is restricted to authorized and trained YCF Maritime personnel.

In instances where we disclose your personal data to third parties, we require such third parties to have appropriate technical and organization measures to ensure protection of your personal data.

### 5. DATA RETENTION

YCF Maritime retains your personal data for as long as it is necessary to fulfil our purposes set out in this Privacy Policy. We may also save your personal data for a longer period of time where necessary to fulfil a legal obligation or to establish, enforce or defend against legal claims.



## 6. CROSS-BORDER PROCESSING AND TRANSFER OF YOUR PERSONAL DATA OUTSIDE EU / EEA

As a multinational company headquartered in the United States, your data will be processed in the EU/EEA, the United States and in our global offices.

## 7. SHARING YOUR PERSONAL DATA WITH THIRD PARTIES

We may also share your personal data with the following third parties:

- **Authorities** on whose behalf we exercise official authority or specific tasks in the public interests laid down in law. We may also disclose your personal data when required to do so by law or court order of any jurisdiction that we are subject to, except where expressly prohibited by Union or Member State law. This includes reporting obligations to the International Maritime Organization and International Labor Organization;
- **Suppliers** we use to provide day-to-day services. Where applicable, any personal data shared with third parties is limited to that required to assist us in provision of our services. Such providers include CorpKit, DHL, USPS, UPS, TNT and others.
- **Third party providers** we use to guarantee that all technical, legal and organizational measures have been taken to ensure that your data is processed securely, with adequate level of protection and mechanisms against accidental loss, destruction or damage to such data in place.
- **Credit and debit card companies, banks** with whom we share your personal data including information regarding payment methods and related accounting details as well payment processing service providers.

## 8. AUTOMATED PROFILING

We do not process your information on automated basis.

## 9. COOKIES

In order to improve our services, tailor our content to your needs, and analyze how visitors use our website, we may use website cookies. Cookies are small text files which are stored on your computer in order to recognize your computer during recurring visits. Cookies cannot retrieve information from your computer and cannot carry any virus or other damaging files. The cookies used on our websites are placed by YCF Maritime, LISCR and SeaNet and their contents will never be disclosed to third parties. Any information stored within cookies is encrypted and does not contain any personal information. We only use cookies for the purpose of enabling the auto-login feature on specific websites that require login ("Sea System" and "eCorp"). Cookies are required to utilize the auto-login feature; however, the use of the auto-login feature is entirely optional and is merely intended as a convenience for the user and has no other effect on the operation of the site. You may remove any cookies created by YCF Maritime, LISCR and SeaNet websites at any time by following your browser's guide to disable or delete cookies.

## 10. CONTACT INFORMATION

Questions, comments and requests regarding this Privacy Policy are welcomed and should be addressed to [privacy@ycfmaritime.com](mailto:privacy@ycfmaritime.com)

## 11. UPDATES TO OUR PRIVACY POLICY

We may make changes to this Privacy Policy from time to time. Any updates will be published on our website.

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