



**BREMER BEREEDERUNGS
GESELLSCHAFT** mbH & CO. KG

International Ship Management

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DATA PRIVACY STATEMENT

Bremer Bereederungsgesellschaft mbH & Co. KG (BBG)

The protection of data privacy is very important for BBG and the processing of personal data is made in compliance with the EU General Data Protection Regulation (GDPR). This Data Privacy Statement explains to which extend and which kind of personal data is being collected/used/processed BBG, just as the purpose of such as well as the rights of data subjects.

The Controller according to the GDPR and other effective Data Privacy provisions within the EU is:

Bremer Bereederungsgesellschaft mbH & Co. KG

Martinstraße 61; 28195 Bremen, GERMANY.

The designated Data Protection Officer (external company) is:

SharedIT Professional GmbH & Co. KG

Saebystrasse 17a; 24576 Bad Bramstedt; GERMANY.

PIC: Thilo Noack [thilo.noack@shared-it.de]



1. Definitions

The BBG Data Privacy Statement is based on terms of the GDPR. As this statement shall easily be readable and understandable for customers and business partners, some definitions need to be given right at the beginning. The following terms are being used in this Data Privacy Statement:

a) Personal Data

Personal data means any information relating to an identified or identifiable natural person (*data subject*). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity.

b) Data Subject

A *data subject* is any identified or identifiable natural person, whose personal data will be processed by the Processor.

c) Processing

Processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

d) Restriction of Processing

Restriction of processing means the marking of stored personal data with the aim of limiting their processing in the future.

e) Profiling

Profiling means any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements.



f) Pseudonymisation

Pseudonymisation means the processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure that the personal data are not attributed to an identified or identifiable natural person.

g) Controller or Controller for the Processing

The *Controller* or the *Controller for the Processing* means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data. Where the purposes and means of such processing are determined by Union or Member State law, the Controller or the specific criteria for its nomination may be provided for by Union or Member State law.

h) Processor

The *Processor* is a natural or legal person, public authority, agency or other body which processes personal data on behalf of the Controller.

i) Recipient

Recipient means a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not. However, public authorities which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients.

j) Third Party

Third party means a natural or legal person, public authority, agency or body other than the data subject, Controller, Processor and persons who, under the direct authority of the Controller or Processor, are authorised to process personal data.

k) Consent

Consent of the data subject means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.



2. BBG Homepage

Viewing the Website

When accessing this website www.bbg-shipmanagement.com, the Internet browser used by the visitor automatically sends data to the server of this website and stores it for a limited time in a log file. Until the automatic deletion, the following data is stored without further input by the visitor:

- IP address of the visitor's terminal,
- Date and time of access by the visitor,
- Name and URL of the page accessed by the visitor,
- Website from which the visitor accesses the law firm website (so-called referrer URL),
- Browser and operating system of the visitor's terminal as well as the name of the access provider used by the visitor.

The processing of these personal data is in accordance with Article 6 (1) 1. f) of the GDPR. Our company has a legitimate interest in data processing for the purpose of

- quickly build the connection to the website,
- to enable a user-friendly application of the website,
- to identify and ensure the safety and stability of the systems and
- to facilitate and improve the administration of the website.
- The processing is expressly not for the purpose of gaining knowledge about the person of the visitor of the website.

Disclosure of Data

Personal data will be transmitted to third parties, if

- it was expressly consented to by the data subject pursuant to Article 6 (1) 1. a) GDPR,
- disclosure pursuant to Article 6 (1) 1. f) GDPR is required to assert, exercise or defend legal claims and there is no reason to believe that the data subject has an overriding legitimate interest in not disclosing their data,
- there is a legal obligation for the transfer of data pursuant to Article 6 (1) 1. c) GDPR, and/or
- this is required under Article 6 (1) 1. b) GDPR to fulfil a contractual relationship with the data subject.

In other cases, personal data will not be disclosed to third parties.



Cookies

Cookies are used on the website to make the use of the web offer of the company more comfortable. Cookies are also used to analyse website views for statistical purposes and for the purpose of improving the offer. The data processed by cookies are for the purposes of safeguarding the legitimate interests of the company under Article 6 (1) 1. f) GDPR.

Registering on the Website

No possibility is given to the data subject to register on the website by stating personal data.

Rights of Concerned Persons – Data Subjects

As far as personal data is processed during the visit of our website, concerned persons have the following rights as *data subject* within the meaning of the GDPR:

- Information about the reasons why personal data is processed, which personal data is processed
- Correction and completion
- Deletion – right to be forgotten
- Restriction of processing
- Data portability
- Opposition
- Revocation of consent
- Complaint

If you have any complaints, please contact us at: datasecurity@bbg-shipmanagement.com

3. Deletion and Blocking of Personal Data as a Matter of Routine

Personal data of a persons concerned is going to be processed or saved by the Controller for a limited period only. This is usually the time required for the purpose of the data processing, unless otherwise specified or legally required by European Regulations or other laws the Controller has to comply with.

4. Rights of the Data Subject

a) Right of confirmation

As per European Regulations, the data subject shall have the right to obtain a confirmation from the Controller as to whether or not personal data concerning him or her are being processed. If a person concerned wants to make use of the right of confirmation, any employee of the Controller can be approached.

b) Right of information

If personal data of a data subject is being processed, the European Regulations affords the right to obtain information from the Controller anytime and free of charge from the Controller as to the personal data concerning him or her that is being processed. A copy of such information shall be provided. In addition, the European Regulations entitles the data subject access to the following information:

- The purposes of the processing;
- The categories of personal data concerned;
- The recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
- Where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- The existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- The right to lodge a complaint with a supervisory authority;
- Where the personal data are not collected from the data subject, any available information as to their source;
- If applicable, the existence of automated decision-making, including profiling, referred to in Article 22 (1) and (4) GDPR and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject;
- Furthermore, the data subject has the right to receive information whether personal data are transferred to a third country or to an international organisation. In such cases, the data subject shall have the right to be informed of the appropriate safeguards pursuant to Article 46 GDPR relating to the transfer.

If a person concerned wants to make use of the right of information, any employee of the Controller can be approached.



c) Right to rectification

As per European Regulations, the data subject shall have the right to obtain the rectification of inaccurate personal data concerning him or her from the Controller without undue delay. Furthermore, the data subject shall have the right to have incomplete personal data completed, which can also be made by means of providing a supplementary statement.

If a person concerned wants to make use of the right of rectification, any employee of the Controller can be approached.

d) Right to erasure (*right to be forgotten*)

As per European Regulations, the data subject shall have the right to obtain the erasure of personal data concerning him or her from the Controller without undue delay, where one of the following grounds applies and a processing is not required:

- The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- The data subject withdraws consent on which the processing is based according to point a) of Article 6 (1) GDPR, or point a) of Article 9 (2) GDPR, and where there is no other legal ground for the processing;
- The data subject objects to the processing pursuant to Article 21 (1) GDPR and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21 (2) GDPR;
- The personal data have been unlawfully processed;
- The personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;
- The personal data have been collected in relation to the offer of information society services referred to in Article 8 (1) GDPR

If any of the above reasons are applicable and a person concerned wants to make use of the right of erasure for personal data being saved by BBG, any employee of the Controller can be approached. The BBG employee shall initiate that the erasure request will be complied without undue delay.

Where personal data has been published by BBG and our company is per Article 17 (1) GDPR obliged to erase the personal data, BBG, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform Controllers which are processing the personal data that the data subject has requested the erasure by such Controllers of any links to, or copy or replication of those personal data. The employee from BBG shall act accordingly as per individual case.



e) Right to restriction of processing

As per European Regulations, the data subject shall have the right to obtain restriction of processing from the Controller where one of the following applies:

- The accuracy of the personal data is contested by the data subject, for a period enabling the Controller to verify the accuracy of the personal data;
- The processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
- The Controller no longer requires the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defense of legal claims;
- The data subject has objected to processing pursuant to Article 21 (1) GDPR pending the verification whether the legitimate grounds of the controller override those of the data subject.

If any of the above reasons are applicable and a person concerned wants to make use of the right of restriction for personal data being saved by BBG, any employee of BBG can be approached. The BBG employee shall initiate that the restriction request will be complied with.

f) Right to data portability

As per European Regulations, the data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a Controller, in a structured, commonly used and machine-readable format. Also, the data subject has the right to transmit those data to another Controller without hindrance from the Controller to which the personal data have been provided, where the processing is based on consent pursuant to point a) of Article 6 (1) GDPR or point a) of Article 9 (2) GDPR or on a contract pursuant to point b) of Article 6 (1) GDPR, and the processing is carried out by automated means. However, that right shall not apply to processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller.

In exercising his or her right to data portability as per above, the data subject shall further have the right to have the personal data transmitted directly from one Controller to another, where technically feasible and as long as this does not adversely affect the rights and freedoms of others.

In order to assert the right to data portability, the data subject can approach any employee from BBG.



g) Right to object

As per European Regulations, the data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point e) or f) of Article 6 (1) GDPR. This also includes profiling based on those provisions.

In case of an objection, BBG is no longer processing the personal data unless we can demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

Where personal data is processed by BBG for scientific or historical research purposes or statistical purposes pursuant to Article 89 (1) GDPR, the data subject, on grounds relating to his or her particular situation, shall have the right to object to processing of personal data concerning him or her, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

In exercising his or her right to object, any employee of the Controller can be approached. In the context of the use of information society services, and notwithstanding Directive 2002/58/EC, the data subject may additionally exercise his or her right to object by automated means using technical specifications.

h) Automated individual decision-making, including profiling

As per European Regulations, the data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her, or similarly significantly affects him or her. However, this does not apply if the decision is necessary for entering into, or performance of a contract between the data subject and a data controller; or is authorised by Union or Member State law to which the Controller is subject and which also lays down suitable measures to safeguard the data subject's rights and freedoms and legitimate interests; or if the decision is based on the data subject's explicit consent.

If the decision is required to enter or to perform a contract between the data subject and the Controller, or if the decision is based on the data subject's explicit consent, BBG is taking suitable measures to safeguard the data subject's rights and freedoms and legitimate interests are in place.



i) Right to withdraw a consent

As per European Regulations, the data subject shall have the right to withdraw his or her consent for the processing of personal data at any time. In exercising his or her right to withdraw a consent, any employee of the Controller can be approached.

j) Lodge a complaint with a supervisory authority

The supervisory authority at the place of residence of the data subject is responsible for complaints in regards to data security.

5. Data Protection for Applications and Application Procedures

The Controller collects and process personal data of applicants for the purpose of the application procedure. This processing may also take place electronically. This is especially applicable if the applicant transmits application documents electronically (e.g. via e-mail) to the Controller by own initiative. If an employment is being conducted with the applicant, the provided data will be used by the controller in compliance with statutory provisions for the processing of the employment relationship. In case there is no conclusion of contract with the applicant, the application documents will be kept for six further months as from the notification of refusal and thereafter being deleted automatically, unless this would conflict with any legitimate interest of the controller. An example for a legitimate interest could be a burden of proof in a lawsuit as per the German Equal Treatment Law (Allgemeines Gleichbehandlungsgesetz [AGG])

6. Lawfulness of Processing

Article 6 (1) a) GDPR is the statutory basis for our company for processing that requires the consent of a particular purpose. If the processing is necessary for the performance of a contract to which the data subject is party (e.g. processing, which is required for the supply of goods or the provision services or rewards), it is based on Article 6 (1) b) GDPR. Same is also applicable in order to take steps prior to entering into a contract, for instance requests in regards to our products and services. In case our company has a legal obligation that requires the processing of personal data (e.g. tax regulations), the processing is based on Article 6 (1) c) GDPR. From time to time, a processing of personal data is necessary in order to protect the vital interests of the data subject or of another natural person. This might be the case if a visitor is being injured while being in our office and his or her name, age, health



insurance details or other vital information would have to be passed to a doctor, hospital or other third parties. In this situation, the processing would be based on Article 6 (1) d) GDPR. In the end, a data processing could be subject to Article 6 (1) f) GDPR. This legal basis refers to processing that has not been included in the previously mentioned Articles, if the processing is necessary for the purposes of the legitimate interests pursued by BBG or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject. Such processing of data is allowed as they are specifically mentioned by the European legislative body. The authority represent the opinion that a legitimate interest can be assumed if a data subject is a customer of the Controller (cp. recital 47 sentence 2 GDPR).

7. Legitimate Interests of Processing Pursued by the Controller or a Third Party

If the processing of personal data is based on Article 6 (1) f) GDPR, our legitimate interest is the accomplishment of the BBG business activities in favour of the well-being of all our employees and shareholders.

8. Period for which Personal Data will be Stored

The period for which the personal data will be stored depends on the respective legal requirements. After this time has elapsed, the respective data will be deleted as a matter of routine, provided that they are no longer required for the issuance or execution of a contract.

9. Statutory or Contractual Requirement for the Provision of Personal Data; Necessary Requirement to Enter into a Contract; Obligation of the Data Subject to Provide Personal Data; Possible Consequences of Failure to Provide Such Data

BBG needs to highlight that the provision of data is in some extend a statutory requirement (e.g. tax regulations), or may result from contractual requirements (e.g. details of contracting parties). Also, it might be necessary that a data subject has to provide personal data to BBG, which have to be



processed then in order to enter into a contract. For example, the data subject is obliged to provide personal data if our company is closing a contract with him or her. In such a case, a failure to provide personal data would result in a contract not being issued with the data subject. Prior to a data subject providing personal data, he or she shall contact one of our employees. Our staff may inform the concerned person on an individual basis whether a provision of personal data may be a statutory or contractual requirement, or a necessity to conclude a contract; whether there is an obligation to provide personal data, and which consequences may arise in case of a failure to provide personal data.

10. Existence of an automated decision-making

As a responsible business company, BBG is not using an automated decision-making or profiling.