

# Privacy Policy

This Privacy Policy is effective from 13<sup>th</sup> August 2023 as amended from time to time

This privacy policy (“Policy”) relates to the manner LEO BARNES UNION OF SEAFARERS OF INDIA (“LUSI”, “we”, “us”, “our”) in which we use, handle and process the data that you provide us in connection with using the products or services we offer. By using this website or by availing goods or services offered by us, you agree to the terms and conditions of this Policy, and consent to our use, storage, disclosure, and transfer of your information or data in the manner described in this Policy.

We are committed to ensuring that your privacy is protected in accordance with applicable laws and regulations. We urge you to acquaint yourself with this Policy to familiarize yourself with the manner in which your data is being handled by us.

LEO BARNES UNION OF SEAFARERS OF INDIA (LUSI) may change this Policy periodically and we urge you to check this page for the latest version of the Policy in order to keep yourself updated.

## What data is being collected

We may collect the following information from you:

- Name
- Date of Birth
- Occupational ID details
- Contact information including address and email address
- Demographic information or, preferences or interests
- Personal Data or Other information relevant/ required for providing the goods or services to you

The meaning of Personal Data will be as defined under relevant Indian laws

**Note:** Notwithstanding anything under this Policy as required under applicable Indian laws, we will not be storing any credit card, debit card or any other similar card data of yours. Please also note that all data or information collected from you will be strictly in accordance with applicable laws and guidelines. We have the discretion to capture other information such as end user device models, IP, usage pattern etc., for analytical purpose and improving the service. The content of your information shall be retained and used for future communication; conduct of grievance redress; offering welfare measures; support services etc., and shall be available for limited period as determined by LUSI

## **What we do with the data we gather**

We require this data to provide you with the goods or services offered by us including but not limited, for the below set out purposes:

- Internal record keeping.
- For improving our products or services.
- For providing updates to you regarding our services/products including any special offers.
- To communicate information to you
- For internal training and quality assurance purposes

## **Who do we share your data with**

We may share your information or data with:

- Third parties including our service providers in order to facilitate the provisions of goods or services to you, carry out your requests, respond to your queries, fulfil your orders or for other operational and business reasons.
- With our group companies /entities (to the extent relevant)
- Our auditors or advisors to the extent required by them for performing their services
- Governmental bodies, regulatory authorities, law enforcement authorities pursuant to our legal obligations or compliance requirements.

## **How we use cookies**

When you use the website or service, we may store some information on your computer/ device. This information will be in the form of a “cookie” or similar file. Cookies are small pieces of information stored on your device /computer hard drive. These cookies are essential for the basic functionalities offered by the Service. Various categories of cookies (including third party cookies) are used in the website and Service.

We use "cookies" to collect information and to better understand customer behaviour. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to avail our goods or services to the full extent. We do not control the use of cookies by third parties. The third-party service providers have their own privacy policies addressing how they use such information.

Various categories of cookies (including third party cookies) are used in the website and Service. We do not use cookies to spy on you or otherwise invade your privacy. They cannot invade your hard drive and steal information. We use cookies to help you navigate the website and service as easily as possible, and to remember information about your current session. These are the Session Cookies and they are removed from your system when you close the web browser or turn off the computer. You must enable cookies, if required, on your web browser to use the Service. You can set your browser to either reject all cookies, to allow only “trusted” websites to set them, or to accept only those cookies from those websites you are currently on.

## **Your rights relating to your data**

**Right to Review** - You can review the data provided by you and can request us to correct or amend such data (to the extent feasible, as determined by us). That said, we will not be responsible for the authenticity of the data or information provided by you.

**Withdrawal of your Consent** - You can choose not to provide your data, at any time while availing our services or otherwise withdraw your consent provided to us earlier, in writing to our email ID: [cf@mylusi.org](mailto:cf@mylusi.org). In the event you choose to not provide or later withdraw your consent, we may not be able to provide you our services/goods. Please note that these rights are subject to our compliance with applicable laws.

## **How long will we retain your information or data?**

We may retain your information or data (i) for as long as we are providing goods and services to you; and (ii) as permitted under applicable law, we may also retain your data or information even after you terminate the business relationship with us. However, we will process such information or data in accordance with applicable laws and this Policy.

You may note that third party software is used for analytics of usage of this site. All matrix information collected from your usage of the Service shall be used for improving the service and evaluating as to how the users use the service to compile statistical information. The matrix information and statistical information shall never be divulged to you for any reasons whatsoever. We will use this information in order to maintain, enhance, or add to the functionality of the Service and to personalize the experience for you.

Additionally, you retain all rights of ownership to your personal data we collect. Except as set forth herein, we will not sell or share your personal data with any third parties or use your personal data to compete with you. Your privacy is of utmost importance to us. We retain your data as long as needed to provide the Service.

## **Data Security**

- We will use commercially reasonable and legally required precautions to preserve the integrity and security of your information and data.
- The Website and Service have the required standard security measures in place to protect against the loss, misuse, and alteration of the information under our control. While there is no such thing as “perfect security” on the Internet, we take all reasonable steps to ensure the safety of your personal information.
- Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the website or via the Service and any transmission is at your own risk.
- Once we receive your personal information, we will use strict procedures and security features to try to prevent unauthorized access. We reserve the right to disclose your personal data as required by applicable law and when we believe that disclosure is necessary to protect

our rights and/or to comply with a judicial proceeding, court order, or other legal process by judicial of Government Authority served on us.

- You may also note that an advice has been provided in the website as to which of the browsers are supported by the website for optimal performance and you shall access using these browsers only and the website will not entertain any request for you optionally using a browser which is not supported by the website.
- Also, you should follow the instruction given in the index page of the website to successfully complete the online submission.

### **Queries/ Grievance Officer**

For any queries, questions or grievances about this Policy, please contact us using the contact information provided on this website.

This Privacy Policy is governed by Indian laws and subject to Chennai Jurisdiction of appropriate court.