



PRIVACY POLICY

("Ocean Culture Life" "OCL") with a registered address at 2 Daisy Villas, Tower Road, St Helier JE2 3HS.

Data Protection Privacy Notice This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you during your employment and after it ends. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice' or 'privacy policy') (the 'Notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you. This Notice also explains what your rights are in relation to any personal data about you that is processed by us.

PROCESSING OF YOUR PERSONAL DATA

Under the GDPR (General Data Protection Regulation) we control and / or process any personal information about you electronically using the following lawful bases. We are exempt from registration in the ICO Data Protection Register because we are only processing personal data for the core business purposes.

If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We shall stop processing your personal information if the lawful basis used is no longer relevant.

INTERNET COOKIES

We use cookies on this website to provide you with a better user experience. We do this by placing a small text file on your device / computer hard drive to track how you use the website, to record or log whether you have seen particular messages that we display, to keep you logged into the website where applicable, to display relevant adverts or content, referred you to a third-party website. Some cookies are required to enjoy and use the full functionality of this website. We use a cookie control system which allows you to accept the use of cookies, and control which cookies are saved to your device / computer. Some cookies will be saved for specific time periods, where others may last indefinitely. Your web browser should provide you with the controls to manage and delete cookies from your device, please see your web browser options.

Cookies that we use are:

- Squarespace Analytics Cookies

DATA SECURITY AND PROTECTION

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information. Our methods meet the GDPR compliance requirement.

TRANSPARENT PRIVACY EXPLANATIONS

We have provided some further explanations about user privacy and the way we use this website to help promote a transparent and honest user privacy methodology.

EMAIL MARKETING MESSAGES AND SUBSCRIPTION

Under the GDPR we use the consent lawful basis for anyone subscribing to our newsletter or marketing mailing list. We only collect certain data about you, as detailed in the "Processing of your personal data" above. Any email marketing messages we send are done so through an EMS, email marketing service provider. An EMS is a third-party service provider of software / applications that allows marketers to send out email marketing campaigns to a list of users.

Email marketing messages that we send may contain tracking beacons / tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range of data such as; times, dates, I.P addresses, opens, clicks, forwards, geographic and demographic data. Such data, within its limitations will show the activity each subscriber made for that email campaign.

Any email marketing messages we send are in accordance with the GDPR and the PECR. We provide you with an easy method to withdraw your consent (unsubscribe) or manage your preferences / the information we hold about you at any time. See any marketing messages for instructions on how to unsubscribe or manage your preferences.

Our EMS provider is Squarespace. We hold the following information about you within our EMS system:

- Email address
- I.P address
- Subscription time & date

Your rights Under data protection legislation, you have various rights in connection with any personal data about you that is processed by us as data controller. These include rights to:

- Access to your personal data and to certain other supplementary information that this notice is already designed to address;
- Require us to correct any mistakes in your information which we hold;
- Require the erasure of personal data concerning you in certain situations;
- Receive the personal data concerning you which you have provided to Us in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations;
- Object at any time to processing of personal data concerning you for direct marketing;
- Object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you;
- Object in certain other situations to our continued processing of your personal data;
- Otherwise restrict our processing of your personal data in certain circumstances; and

- Claim compensation for damages caused by our breach of any data protection laws.

Further information on those rights can be found on the website of the Jersey Office of the Information Commissioner: www.jerseyoic.org

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk.

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access. Our website may, from time to time, contain links to and from other websites including the websites of our clients or partners who have provided feedback or testimonials; industry-related websites such as: or networking or social media websites such as LinkedIn and Twitter. If you follow a link to any of these websites, please note that these websites have their own privacy policies and terms of use and we do not accept any responsibility or liability for these policies and terms of use. Please check these policies before you submit any personal data to these websites.

How is your information used?

We may use your information to:

- process a donation that you have made
- carry out our obligations arising from any contracts entered into by you and us;
- seek your views or comments on the services we provide;
- notify you of changes to our services;
- send you communications which you have requested and that may be of interest to you. These may include information about our research and publications, upcoming events, team vacancies and fundraising initiatives,
- Respond to expressions of interest in working at OCL or process a job application.

OCL social media

OCL uses a wide range of social media channels (twitter, Facebook, Youtube, Linked'in and Instagram) and the processing of data within the channels is in line with the privacy policies and user agreements of each individual channel, as well as the relevant data protection regulations.

Retention of Data

Ocean Culture Life will retain your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes and enforce our legal agreements and policies.

Ocean Culture Life will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of our Service, or we are legally obligated to retain this data for longer periods.

The right to access, update or delete the information we have on you. Whenever made possible, you can access, update or request deletion of your Personal Data directly within your account settings section. If you are unable to perform these actions yourself, please contact us to assist you.

Service Providers

We may employ third party companies and individuals to facilitate our Service ("Service Providers"), provide the Service on our behalf, perform Service-related services or assist us in analysing how our Service is used.

These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

Analytics

We may use third-party Service Providers to monitor and analyse the use of our Service.

Google Analytics

Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our Service. This data is shared with other Google services. Google may use the collected data to contextualise and personalise the ads of its own advertising network.

You can opt-out of having made your activity on the Service available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js and dc.js) from sharing information with Google Analytics about visits activity.

For more information on the privacy practices of Google, please visit the Google Privacy Terms web page: <https://policies.google.com/privacy?hl=en>

Links to Other Sites

Our Service may contain links to other sites that are not operated by us. If you click a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

How to complain

You can also complain to the Jersey Office of the Information Commissioner (JOIC) if you are unhappy with how we have used your personal data. JOIC's address: 2nd Floor 5 Castle Street St. Helier Jersey JE2 3BT enquiries@jerseyoic.org

Changes to this Notice

We reserve the right to modify this notice at any time. Any changes will be notified and made available via www.jerseyoic.org
Last updated: 10.03.2023