

We, the “K” Line UK Group of Companies (“K” Line) consider it an important social responsibility to comply with all applicable laws relating to the protection of personal information. To this end, we have adopted the following policy:

1. Appropriate Protective Measures:

In the course of carrying out our business, we will always seek to deploy the most appropriate protective measures for the protection for personal information. We have established in-house rules and procedures for this purpose and we will ensure that all our employees comply with such rules and procedures.

2. Collection of Personal Information:

When collecting personal information, we will first make clear why it is needed. We will then collect such information having regard to the need to do so fairly and in full compliance with all applicable laws and regulations

3. Website Cookies:

A cookie is a small file that is placed on your computer by websites that you visit so that it can recognize you during your visit or across multiple visits. A cookie cannot gather information from your computer nor can it introduce a virus.

We use a cookie to validate that the request is coming from an actual user and is required to use this site. This cookie is erased when you close your browser.

We also use a third party cookie from Google Analytics. The cookie is persistent and will remain on your computer until it expires (has a 2-year life span) or until you delete it. Google Analytics allows us to collect information on the website usage e.g., number of visitors, the types of browsers and mobile devices used, geographic location and other statistics we use to improve

our website. Google Analytics collects information anonymously. It reports website trends without identifying individual visitors.

You have the ability to clear cookies from your computer. Refer to your browser’s Help to manage cookies on your computer.

You can opt out of Google Analytics without it impacting your ability to use this site.

To learn more, visit <https://tools.google.com/dlpage/gaoptout>

4. Disclosure of Personal Information to Third Parties:

We will observe all laws applicable to the confidentiality of personal information. In particular, we will neither disclose nor pass such information to any third party, except in the following cases:

- a. Where the person that has given such information to us (the “data subject”) agrees to such disclosure;
- b. Where in order to reply to the enquiries made by the data subject, we need to disclose his or her personal information to another member of the “K” Line Group;
- c. Where there is an urgent need to disclose personal information in response to an impending danger to human life or property;
and
- d. Where disclosure of personal information is required by law or by any regulatory or statutory body.

5. Administration of Personal Information:

We have established policies and procedures designed to protect personal information against unfair access, loss, falsification, etc. We monitor the efficiency of these measures and where we

identify the need for any improvements, we ensure that these are made with immediate effect as far as possible.

We will only keep personal data in accordance with our data retention policy and relevant laws and regulations.

6. We do not use personal data for any automated decision-making, including profiling Rights of Data Subjects

We will process personal data in accordance to the rights of data subjects under the relevant laws and regulations.

7. Imposing a duty on third parties with Personal Information:

We will impose a contractual duty on any third party to whom we disclose personal information to protect it. Any third party will be required to manage any personal information provided to it in compliance with all applicable laws and regulations

This website may contain links to other third-party websites. Please note that we are not responsible for those sites. These sites may be subject to other privacy protection rules.

8. Monitoring

Compliance: We continuously monitor our compliance with the privacy policy set out above with a view to making improvements and to ensuring that suitable and appropriate protective measures are in place at all times.

9. If you have any questions about this privacy policy, or your personal data please write to “K” Line at the following address:



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Please mark for the attention of Data Privacy Committee.

Alternatively email us at EMEALONGDPR@UK.KLINE.COM

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