



## General Data Protection Regulation Policy

Queensway Navigation Co. Ltd is committed to protect the privacy and security of personal data of its employees and other contracted parties.

Company collects uses and maintains personal information based on employment relationship during recruitment, employment and termination, in accordance with the General Data Protection Regulation (GDPR) and the institutional framework of personal data protection in Greece (Law 4624/2019) as well as relevant decisions and opinions, annual reports and press releases of the Personal Data Protection Authority of the Hellenic Republic.

This policy applies to all employees who have an employment relationship with the Company and contracted parties.

Personal data are defined as information concerning a natural person and make it possible to identify him / her.

The Company ensures full compliance with the applicable regulation and personal data process on legal basis in accordance with applicable basic principles. In this context, company ensures that the personal data:

- Undergo a lawful processing in a transparent manner in relation to the data subjects.
- Are collected for specific, explicit and legitimate purposes and are not further processed in a manner incompatible with those purposes.
- Are appropriate, relevant and limited to what is necessary for the purposes for which they are processed.
- Are accurate and, where necessary, up to date.
- Are kept in a form which allows the identification of data subjects only for the period required for the purposes of the processing of personal data.
- Are processed in such a way as to guarantee the appropriate security of personal data, including their protection against unauthorized or unlawful processing, and accidental loss, destruction or damage, by taking appropriate technical and organizational measures and provides current and future employees with access rights to their files; and
- Are not transmitted to a country or territory outside the European Economic Area.

The company respects the rights that every individual has to his/her personal data and facilitates any request, question or complaint by addressing such request to email [hrm@queensnav.com](mailto:hrm@queensnav.com) verifying a response at a declared in the GDPR Manual specific timeframe.

