

Privacy Notice

Poseidon Aquatic Resource Management UK Limited Address: 238 Station Road, Addlestone, Surrey, KT15 2PS, United Kingdom Telephone: 01590 610 168 Website: http://www.consult-poseidon.com	Poseidon Aquatic Resource Management Europe Limited Address: Ground Floor, 71 Lower Baggot Street, Dublin D02 P593, Ireland Telephone: 01590 610 168 Website: http://www.consult-poseidon.com
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The Data Controller connected with this Privacy Notice is Poseidon Aquatic Resource Management UK Limited, a company registered in England & Wales and registered with the Information Commissioner's Office (ICO), and Poseidon Aquatic Resource Management Europe Limited, a company registered in Ireland, hereafter known collectively as **Poseidon** or the **Company**.

1. Purpose (Business Intelligence)

1.1. Poseidon interacts with other parties operating in its industry and collects personal data for business intelligence:

1.2. Lawful Basis

1.2.1. The collection of personal data for this purpose is under the Lawful Basis of Legitimate Interest. Having conducted a Legitimate Interest Assessment, we have concluded that either because the information comes from public sources, or they have given us their personal data at an event or meeting and we need to process their data in order to communicate with them and given the nature of the personal data being processed, we have determined that any risk to the data subject's personal data is outweighed by the benefit the data subject receives from communicating with Poseidon.

1.3. Information Collected

1.3.1. The personal data we may collect and process about you in connection with this purpose is:

- Name
- Organisation
- Organisational Position / Role
- Email address
- Telephone number
- Postal address
- Curriculum Vitae

1.4. Retention

1.4.1. Under the Lawful Basis referenced in paragraph 1.2, your data will be retained for 5 years from the last point of contact on our information systems or deleted sooner if requested. This is so we may keep our business intelligence current as well as continuing to communicate with other parties involved in the industry.

2. Purpose (Prospective Customer, Customers, and Suppliers including Sub-consultants)

2.1. In the event that you or the organisation you represent either requests a proposal or commissions a service from Poseidon, or works with us as a supplier or a stakeholder in the delivery of one of our assignments, we will process your data in order to fulfil that piece of work.

2.2. Lawful Basis

2.2.1. The collection and processing of your data for the purpose outlined in paragraph 2 is under the Lawful Basis of *Contract*, because we need to process this data in order to manage a potential contract or contract associated with the organisation you represent.

2.3. Information Collected

2.3.1. The personal data we may collect and process about you in connection with this purpose is:

- Name
- Organisation
- Organisational Position / Role
- Email Address
- Telephone Number(s)
- Postal address
- Curriculum Vitae
- Depending upon the procurement methodology, payment details.

2.4. Retention

2.4.1. Under the Lawful Basis referenced in paragraph 2.2, your data will be retained until the end of the financial year in which any associated contract ceases and then for a further 6 years thereafter, in accordance with HMRC advice. This excludes authorship credit in Poseidon products (draft and final) to enable appropriate accreditation and retention of intellectual property – retention of authorship credit is currently set at 80 years unless deletion is requested sooner.

3. Destruction

3.1. At the end of the relevant retention period outlined for each purpose above, your data will be destroyed using an approved method, unless prevented by Court order.

4. Data Sharing

4.1. Poseidon only uses this personal data for its own purposes and only shares it with third parties so that they may assist Poseidon in the data's processing. Where Poseidon shares data with a processor, this is done for specific purposes, under the control of Poseidon and is subject to appropriate contractual clauses or a separate data sharing agreement. Personal data covered by this Privacy Notice is shared with the following organisations:

- Microsoft Inc. for the purposes of providing services utilising Microsoft 365.
- Quickbooks for the purposes of financial management.
- Poseidon's professional advisers, (legal, accountants etc) as required.

4.2. In the event that data needs to be transferred outside of the UK into a jurisdiction where there is no current adequacy decision, then data will be shared using the UK's Standard Contractual Clauses.

5. Rights of a Data Subject

5.1. Under the GDPR a data subject has certain rights regarding the control and processing of personal data. Details regarding these rights can be found on the Information Commissioner's Office (ICO) [website](#).

5.2. Should you wish to contact Poseidon in order to exercise any of these rights, please email our **Data Protection Manager** using the following email address: rod@consult-poseidon.com

6. Security

6.1. Recognising the importance of information security to our business, employees and clientele, Poseidon has put in place appropriate technical and organisational measures to secure the personal data it processes. These include (but are not limited to) data segmentation and electronic data encryption.

6.2. Personal data held on paper is secured in locked cabinets with access only to appropriately authorised personnel.

6.3. Data Subjects should be aware that not all electronic communications are secure. We use Transport Layer Security (TLS) to encrypt and protect email traffic in line with government advice. However, if your email service does not support TLS, you should be aware that any emails we send or receive may not be protected in transit.

6.4. Data subject communicating with Poseidon should be aware that we will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

7. Data Protection Concerns

Should you have any concerns regarding the way an organisation is processing your personal data, the ICO recommends that, in the first instance, you contact the organisation concerned. If the organisation does not address those concerns in an appropriate manner, you then have the option to escalate the issue to the ICO. If you wish to contact us because you have concerns about our use of your personal data, please contact us using the details provided in paragraph 5.2.

8. Updates

This Privacy Notice is kept under review and it is updated as appropriate. It was last updated on 02 June 2026.