



# Focal Website Privacy Policy

Focal ("we," "our," or "us") is committed to protecting your privacy. This Privacy Policy outlines how we collect, use, store, and protect your personal information when you visit our website or engage with our services. By using our website, you agree to the practices described in this policy.

## 1. Data Collection

### 1.1 Types of Data Collected

We may collect the following types of personal data:

- Name, contact details (email address, phone number, address).
- Job history, qualifications and other information submitted through job applications.
- Company details (for business inquiries).
- Browsing information (e.g., IP address, browser type and operating system).
- Preferences and interests provided through online forms.

### 1.2 Methods of Data Collection

Personal data may be collected through:

- Online forms (e.g., contact forms, job application submissions).
- Cookies and tracking technologies.
- Direct communication (e.g., email, phone).
- Analytics tools to monitor website usage.

## 2. Data Usage

### 2.1 Purpose of Data Collection

We collect and use your data for the following purposes:

- To respond to inquiries and provide requested information.
- To process job applications and manage recruitment activities.
- To improve our website's functionality and user experience.
- To comply with legal obligations.

### 2.2 Data Access

Your data will only be accessed by authorised personnel, including:

- Focal employees and contractors.



- Third-party service providers who assist us in delivering our services (e.g., IT support, recruitment platforms).

### **3. Data Storage and Security**

#### **3.1 Data Storage**

- Personal and all data is stored in encrypted cloud services for backup and operational purposes.

#### **3.2 Security Measures**

We employ robust security measures to protect your data, including:

- Encryption of sensitive information.
- Regular security audits and vulnerability assessments.
- Access controls to limit data access to authorised personnel only.

### **4. Data Sharing**

#### **4.1 Third-Party Sharing**

Your data may be shared with third parties under the following conditions:

- To comply with legal or regulatory requirements.
- To trusted service providers who perform functions on our behalf, such as hosting or recruitment services.

#### **4.2 Assurance**

We do not sell your personal data or use it for marketing purposes without your explicit consent.

### **5. Data Retention**

#### **5.1 Retention Period**

Personal data will be retained for as long as necessary to fulfil the purpose for which it was collected, or as required by law.

#### **5.2 Data Deletion**

Upon request, we will delete your personal data, provided it is no longer required for legal or operational purposes.



## 6. Data Subject Rights

You have the following rights regarding your personal data:

- **Access:** Request access to the data we hold about you.
- **Correction:** Request corrections to inaccurate or incomplete data.
- **Deletion:** Request deletion of your data, subject to legal obligations.
- **Objection:** Object to data processing in certain circumstances.
- **Portability:** Request transfer of your data to another organisation.

To exercise your rights, contact us at [admin.dxb@focalshipping.com](mailto:admin.dxb@focalshipping.com).

## 7. Consent

### 7.1 Obtaining Consent

- Consent is obtained when you provide personal data through our website (e.g., submitting a form).
- By using the website, you consent to the use of cookies and tracking technologies.

### 7.2 Withdrawing Consent

You can withdraw consent for data processing at any time by contacting us at [admin.dxb@focalshipping.com](mailto:admin.dxb@focalshipping.com).

## 8. Cookies and Tracking

### 8.1 Use of Cookies

Our website uses cookies to:

- Improve functionality and your browsing experience.
- Analyse website usage through tools such as Google Analytics.
- Enable specific features, such as remembering preferences.

### 8.2 Managing Cookies

- You can manage cookie preferences through your browser settings.
- For more information about cookies, [All About Cookies](#) or consult your browser's help section.

## 9. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Changes will be posted on this page, and the effective date will be updated accordingly. We encourage



you to review this policy periodically to stay informed about how we protect your data.

## **10. Contact Us**

If you have any questions or concerns about this Privacy Policy, please contact us at:

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Business Bay

Dubai, UAE

+971 4 554 2284

[admin.dxb@focalshipping.com](mailto:admin.dxb@focalshipping.com)