

DATA PROTECTION POLICY

1. Introduction

The Mauritius Ports Authority (MPA) is a body corporate established under the Ports Act 1998. As the sole national port authority, the MPA has amongst others, the functions and duties to provide port infrastructure and superstructure together with related facilities, marine services, navigation aids, to regulate and control shipping, navigation, dredging and other matters in the port.

During the course of its operations, the MPA collects, processes and stores personal data. With the promulgation of the Data Protection Act 2017, the necessary mechanism has been put in place to ensure security of personal data of the Authority's employees and stakeholders.

Hence, this policy describes how personal information is collected and handled to meet the Authority's data protection standards and comply with the law.

2. Controller

The MPA is registered as a controller with the Data Protection Commissioner and processes personal data in accordance with the Data Protection Act 2017.

3. Data Collection

I. What data MPA collect from data subject (employees, non-employees)?

Name, surname, National Identity Number, postal address, e-mail address, telephone number, bank account details, photocopy of passport, qualifications and others.

II. Why MPA is collecting personal data?

The MPA collects personal data for various purposes, including the following:

- i. To process applications for the recruitment of new employees, loans, benefits, promotions
- ii. To process applications for port licences and allocation of land in the port area
- iii. To grant access to vessels in the port
- iv. To grant of access to the port area and buildings
- v. To fulfil contractual related activities.

4. How does MPA process data?

The MPA has many departments namely: IT Services Department, Human Resources Department, Port Development, Port Operations Department, Administrative and Legal Services Department, Corporate Auditors Department, Estate Management Department, Finance Department, Procurement Department, Marine Department and Technical Services Department.

Each department has its own processes and each process is well documented on the following lines: Whether consent has been sought where needed, Type of personal data collected, purpose of the personal data collected, processing being done on the personal data collected, how secure is the personal data collected. Due to specificity of each department, a system has been put in place with their own security mechanism so as to avoid leakage and loss of personal data.

Where the purpose for keeping personal data has lapsed, the MPA shall –

- (a) destroy the data as soon as is reasonably practicable; and
- (b) notify any processor of MPA holding the data.

Any processor of MPA who receives a notification as mentioned above, shall as soon as is reasonably practicable, destroy the data specified by MPA.

5. Data Disclosure

In certain circumstances, the Data Protection Act 2017 allows personal data to be shared among public sector agencies without the consent of the data subject. The MPA shall share personal data provided that it is a necessary and proportionate measure in a democratic society for the instances provided under section 44 of the Data Protection Act 2017.

6. Data Security

The Authority is committed to ensure the security of personal data in order to prevent unauthorised access, accidental deletion and malicious hacking attempts.

The MPA shall, at the time of the determination of the means for processing and at the time of the processing –

- (a) implement appropriate security and organisational measures for –
 - (i) the prevention of unauthorised access to;
 - (ii) the alteration of;
 - (iii) the disclosure of;
 - (iv) the accidental loss of; and
 - (v) the destruction of, the data in its control; and
- (b) ensure that the measures provide a level of security appropriate for –
 - (i) the harm that might result from –
 - (A) the unauthorised access to;
 - (B) the alteration of;
 - (C) the disclosure of;
 - (D) the destruction of, the data and its accidental loss; and
 - (ii) the nature of the data concerned.

The computers storing the information are kept in a secure environment with restricted physical access. The MPA uses a Unified Threat Management (UTM) System to control access to our services, makes use of access rights and other measures to restrict electronic access.

7. Data Subjects' rights

As per the Data Protection Act 2017, all individuals who are the subject of personal data held by the MPA have the right to:

- i. request access to their personal data.
- ii. request rectification of their personal data.
- iii. lodge a complaint with the Data Protection Commissioner.
- iv. withdraw consent where applicable

8. How to request information from the Authority?

Any request pertaining to personal data kept by the MPA should be sent at the address or e-mail address mentioned below:

<u>Postal Address:</u>	<u>Email:</u>
The Data Protection officer Mauritius Ports Authority H.Ramnarain Building Mer Rouge Port Louis	info@mauport.com

The Authority will respond to the request within one month, but if the request is too complex or in case there are many other requests, the Authority will inform the concerned person that an answer can be expected within two months.

No administration fee will be charged for considering and/or complying with such a request unless the request is deemed to be unnecessary or excessive in nature.

9. Compliance with Data Protection Act 2017

All processing of personal data by Mauritius Ports Authority will be done in compliance with Data Protection Act 2017.

10. Conclusion

This policy will be updated as and when required to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 2017.

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