

DATA PRIVACY NOTICE

SERVICE DESCRIPTION AND IDENTIFICATION OF PERSONAL INFORMATION CONTROLLER

Career Philippines Shipmanagement, Inc. (known as Company) is a Philippine Overseas Employment Agency (POEA) accredited Recruitment Agency that deploys seafarers onboard foreign flagged vessels overseas for its various foreign Principals. The Company is in operation since 1974 and currently located at 1526 P. Santos St. Bangkal Makati City tel. no. 889-20-20.

PURPOSE, METHOD OF COLLECTION AND PERSONAL INFORMATION COLLECTED

As a recruitment agent, we process personal information of our applicant seafarers in order to find potential contractual employment onboard Ocean going vessels flying different flags. The personal information that we process are the following:

- Name, Age, Sex Marital Status and Religion.
- Criminal Records if any, Passport and Seaman's book details.
- Home and E-mail addresses and contact numbers.
- Highest Educational attainment and Maritime related trainings attended.
- National and foreign issued Certificate Competency / Proficiency.
- Sea-service, Type of vessels and Performance Reports.
- Visas issued, Medical Conditions if any, Vaccination Records and Medical Records / Certificates issued.

If hired, we will be collecting the following additional personal information to fulfill our contractual and legal obligations:

- Social Security, Tax Identification and Pag-ibig numbers.
- Beneficiaries and Allottees name.
- Bank Account numbers.
- Size of clothes and shoes.
- Other relevant Personal Information that may be legally required to process contractual employment.

Above mentioned personal information are collected from a duly accomplished application form and Company website, where this Privacy Notice and a Data Privacy Consent is included / posted.

METHOD OF USE, THIRD PARTY TRANSFER, TRANSMISSION

For the purpose of employment of an applicant seafarer and for the fulfillment of contractual and legal obligations / requirements, personal information collected will be shared, used, retained, stored and transferred to our Foreign Principals, Shipping and Travel agents, Flag State Authorities, Port State Control Inspectors, Training Centers, Medical Clinics, different Embassies, Foreign and Local Banks, Insurance Companies, Ship Owner's Protection and Indemnity Club and their Local Correspondents and other Interested Parties that are contractually and legally required to process personal data. Transmission is by e-mail is through dedicated company account.

STORAGE, RETENSION AND LOCATION OF PERSONAL INFORMATION

Application forms of accepted seafarers will be kept on an envelope and will be part of their 201 file inside Records room manned, supervised and accessed by authorized employees only. The Personal data on the Application Forms will be encoded and stored electronically on an encrypted format on the Company dedicated server. After resignation, retirement or upon withdrawal of consent, personal information will be stored for a period of five years. Application forms are destroyed by shredding. Encoded Data are deleted from the server permanently.

Application forms of rejected applicants are stored inside a locked cabinet for one year for pooling purposes in case there will be vacancy during the said year and accessed by authorize personnel only. Their Personal Data are encoded into the Company server and will be deleted permanently after one year if not retrieved. Application forms are destroyed by shredding.

PARTICIPATION AND INQUIRY

Data subject has the right to be informed, access, challenge the accuracy, correct, block and withdraw his personal information. For inquiries you may contact / refer to:

Capt. Sergio Gaac, Jr.
Data Protection Officer
Tel. No.: 889-2020 / 750-2425
E-mail: dpo@career.com.ph