

## **Romarine Roman Aleksandrowicz Seafarers Privacy Notice**

### ***Introduction***

The General Data Protection Regulation (GPDR) (EU) 2016/679 is a regulation in European law on data protection and privacy for all individuals within European Union. It also addresses the export of personal data outside the EU. The GPDR aims to give control to citizens and residents over their personal data and simplify the regulatory environment for international business by unifying the regulation within European Union.

Romarine Roman Aleksandrowicz will implement the GPDR from 25 May 2018.

The GPDR applies to 'personal data' meaning any information relating to an identifiable person who can be directly identified in particular by reference to an identifier.

This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data, reflecting changes in technology the way organizations collect information about people.

The GPDR applies to both automated personal data and to manual filing systems where personal data are accessible according to specific criteria.

Romarine Roman Aleksandrowicz is committed to maintain the trust and confidence- in particular, we want you to know that our Agency does not sell, rent or trade email lists or contact information with other companies and businesses for marketing purposes.

Our general Privacy Policy is available in our office (Romarine Roman Aleksandrowicz Barlickiego 36 street, 72600 Świnoujście/Poland).

The Privacy Notice provides detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

### ***Contacts***

The data controller in respect of seafarer data is Romarine Roman Aleksandrowicz Barlickiego 36 street, 72600 Świnoujście/Poland.

We may be also contacted (in the case of personal data) at [romarine\\_biuro@post.pl](mailto:romarine_biuro@post.pl)

### ***Why we collect your personal information***

As part of the seafarer recruitment process, we collect your personal information. We use that information to ensure that: you are who you say you are; that you are medically fit to embark on ships we are recruiting to; you are qualified to the standards to work on ships we are recruiting to (STCW); to contact you if we need to obtain or provide additional information; to check our records are up to date and correct; to apply for the documents required to embark at ships we recruit to (VISA, Flag documents, police clearance); to buy the tickets to ensure your travel on board of vessels we recruit to;

### ***What we do with your personal information***

We collect the following information as a part of the seafarer application process:

Information type	Reason	Retention of data
Passport copy and details	To verify your name, nationality and date of birth	Your name, nationality and date of birth are retained securely for the period of your employment as a seafarer on vessels that our Agency is recruiting to
Photography	To be put in the applications for endorsements and seaman's book of the Flag of vessels that our Agency is recruiting to	The photography is stored securely by our Agency for the period of your employment as a seafarer on vessels our Agency is recruiting to
Professional and vocational certificates	To verify that you are suitably qualified to work as a Seafarer	A record of your qualifications is retained securely by our Agency for the period of your employment as a seafarer on vessels our Agency is recruiting to
Medical certificate	To verify that you are medically fit to undertake your duties as a seafarer	The copy of the medical certificate is retained for 12 months from the expiration of your issued seafarer document.
Police clearance	For the VISA purpose only (requirement of the country that we apply for VISA- Namibia)	The copy of police clearance is retained for 12 months from expiration of the document (in case of police clearance it is 12 months from the date of issue)

### ***Transfer of personal information***

We may share your contact details with partners of Agency (e. g. Shipowner) in order to allow instructions and communication with you.

We will not share sensitive personal information with any third parties without your express consent.

### ***Your rights***

You have specific rights related to your personal information.

Under GPDR you have the following rights:

- right to rectification, erasure, restriction, objection;
- the right to data portability;
- the right to withdraw consent at any time;
- the right to lodge a complaint with a supervisor authority;

Should you wish to find out more about your rights or if you have any other questions about data protection please contact us at [romarine\\_biuro@post.pl](mailto:romarine_biuro@post.pl) or [romarine@post.pl](mailto:romarine@post.pl)