

SIA “Scandinavian Ship Services”

NOTICE OF PERSONAL DATA PROCESSING

for seamen

This notice is prepared to provide you with information about the processing of your personal data and to inform you about how SIA “Scandinavian Ship Services” will process your personal data. This notice is prepared for job-seekers and employees who have entered into an employment contract with SIA “Scandinavian Ship Services”. Pursuant to Regulation (EU) No 679/2016 of the European Parliament and of the Council (General Data Protection Regulation) (hereinafter - GDPR) with this notice you are provided with information in accordance with Article 13 of GDPR. For information regarding the processing of your personal data you may contact SIA “Scandinavian Ship Services” by phone +371 28 811 818 or by e-mail info@scandinavianship.lv. We inform you that the privacy policy of SIA “Scandinavian Ship Services” is available at www.scandinavianship.lv/en/privacy-policy/

I Controller

Controller, is a person who, alone or jointly with others determines the purposes and means of the processing of personal data. Hereinafter SIA “Scandinavian Ship Services” may also be called the Controller.

1. The Controller of the processing of your personal data is SIA “Scandinavian Ship Services”, address: Kuginieku iela 5, Liepaja, LV-3401, telephone +371 28 811 818, e-mail: info@scandinavianship.lv.

2. Contact details of the Controller’s data protection officer telephone +371 28 664 223, e-mail: dpo@scandinavianship.lv

II Purposes of personal data processing

SIA “Scandinavian Ship Services” collects your personal data only for clear and legitimate purposes. This section will list the purposes for which your personal data will or may be processed, the possible types of personal data that may be processed, the legal basis for data processing and the data storage period respectively.

The purposes of processing are determined by SIA “Scandinavian Ship Services” depending on the activities to be performed, they will be for legitimate purposes only.

Possible personal data will be listed so that you can view what personal data could be processed for a particular purpose. Since the personal data that we process is obtained directly from you, you in fact already know what personal data you provide to SIA “Scandinavian Ship Services”.

The legal basis for the processing of data is determined in accordance with Article 6 and 9 of GDPR; the processing of data is carried out only if there is a legal basis for doing so.

Storage period

3. Provision of seaman selection process

Your personal data will be processed for this purpose of data processing until you are recruited or a decision is made not to accept you. By voluntarily submitting your application with a CV, the Controller gains a legitimate interest in processing the received application, when evaluating the provided information, organizing a negotiation procedure and negotiating.

Possible types of personal data that will be processed

Name, surname, address, contact details - phone number, e-mail, work experience description, information regarding appropriate education or certification, position that is being applied for and any other information that you have provided in your CV.

Legal basis

- The legitimate interests of the Controller (Article 6(1)(f) GDPR); upon receiving your application, the Controller has a legitimate interest in processing the received application, by evaluating the provided information and its compliance with the vacant position, by organizing a negotiation procedure and by negotiating.
- Your consent (Article 6(1)(a) of the GDPR); this legal basis will only apply when you give your consent to your CV being stored for 5 years, otherwise the Controller will process the data for a shorter period of 2 years on the basis of their legitimate interests.

Storage period

Considering that the position you are interested in will not always have a vacancy, but may appear in the near future, and taking into account the specific nature of the activities of SIA "Scandinavian Ship Services", your personal data will be stored for this purpose for 2 years. If you want your CV to be stored for 5 years, you have to give a separate consent.

4. Establishment, maintenance and implementation of employment relationships

Your personal data will be processed for this purpose of data processing, if you are selected for the current vacancy and the process of establishing employment relationship is initiated. The following activities will be carried out for this purpose: assessment of the conformity of your qualification documents, verification of the authenticity of documents, verification of qualification documents, courses and medical certificates, conclusion of employment contracts and the related activities; in addition to the above it should also be noted that communication with you will be ensured for this purpose, as well as when dealing with complaints.

Possible types of personal data that will be processed

Name, surname, personal identity number or other identification number, birth data, position, citizenship, identification document number, address, mobile phone number, e-mail, relationship status, contact details of the closest relative, information about education and completed training and certificate copies of other professional skills (certificate number, degree, place and time of issue, expiration date and other information mentioned in the documents), seaman's books, medical certificate, information about health status if necessary, copy of travel document, language skills, work experience and a list of former jobs, number of children under the age of 18, date and number of certificates of incapacity for work. And any additional information you have provided in the seaman's employment application form (available at www.scandinavianship.lv/en/application-form/).

Legal basis

- For the purposes of concluding an employment contract (Article 6(1)(b) of the GDPR); when an employment contract is concluded, a relationship is established between you and the Controller, and your personal data that is necessary to fulfil the obligations arising from the employment contract are processed on this legal basis.
- Fulfilment of legal obligations (Article 6(1)(c) of the GDPR); within this legal framework, the Controller will process your personal data as required by an external law (international treaties, law, Cabinet Regulations, etc.);
- The legitimate interests of the Controller (Article 6(1)(f) of the GDPR);
- For the processing of special categories of data (Article 9 (2) (b) of the GDPR), the legal basis applies when the Controller, for example, will process your health data;

Storage period

Your personal data will be stored for different time periods:

- 10 years - copies of documents certifying professional qualification, compulsory additional training courses, copies of documents certifying the health adequacy, as well as information on the work of persons on ships and the authenticity of documents certifying professional qualification in accordance with Cabinet Regulation No. 364 "Procedure for Licensing and Supervision of Merchants Providing Labour Recruitment Services for Ship Manning" sub-paragraph 11.4. of 17 May 2011;
- Permanently - copies of employment contracts in accordance with Cabinet Regulation No. 364 "Procedure for Licensing and Supervision of Merchants Providing Labour Recruitment Services for Ship Manning" sub-paragraph 11.4. of 17 May 2011;
- 75 years - after the termination of employment in accordance with Cabinet Regulation No. 690 "Regulations regarding documents supporting person's employment or service history and education that have archival value and their storage periods" of 13 November 2018.

III Recipients of the data

Recipient of the data is an individual or legal person, public authority, agency or any other body to whom data is disclosed, whether a third party or not. Accordingly, the Controller will inform you about all of the possible recipients, both their employees, partners and public authorities. If you want to receive information about the exact recipients of the data, you should contact the Controller.

5. Possible recipients of your data

- Owners of SIA "Scandinavian Ship Services", employees in order to fulfil their duties - employment agent, assistant to an employment agent, accounting, secretary, etc.
- Processors of the Controller are persons who process your personal data, by providing the Controller with a service. For example - maintainer of information and communication technologies (provision of computer system administration), auditors, accounting software provider, etc.
- State and local government institutions and other persons in the cases specified in legislation, such as the Maritime Administration of Latvia, law enforcement authorities, sworn bailiffs, the State Revenue Service;
- The shipping company which employs you;

IV Data transfer to countries outside of the European Union or the European Economic Area

6. The Controller can transfer your personal data to countries outside of the European Union or the European Economic Area, such as Russia. This transfer is only required in order to ensure your employment on ships.

V Your rights regarding personal data issues

You are entitled to exercise all of your rights as a Data Subject as defined in Chapter III of the GDPR.

7. You, as a Data Subject, have the right to request from the Controller access to your personal data that is being processed, to request correction or erasure of inaccurate personal data by justifying your request, in the cases provided by legislation to request a limitation of the processing of your personal data and to object to the processing.
8. You have the right to file a complaint about the unlawful processing of your personal data with the Data State Inspectorate or another supervisory authority if you have any doubts regarding this.

VI Communication regarding personal data protection issues

- 9.** If you have any questions regarding this notice or the processing of your personal data, you may contact the Personal Data Protection Specialist of SIA "Scandinavian Ship Services" by using the contact information provided in Paragraph 1 and 2.