

Privacy Statement

CSC Crewing B.V.

Date: May 24, 2018, version 1.0

Preface

CSC Crewing B.V. (hereinafter: CSC), located at 2909 VA, Capelle aan den IJssel at Fascinatio Boulevard 742, processes personal data carefully, safely and reliably. We believe it is important that our business relations, customers and suppliers have confidence in our organization. That is why we want to protect your privacy as well as possible. The rules on protecting your privacy are laid down in the General Data Protection Regulation, whereby the Dutch Data Protection Authority supervises compliance with the law.

What are personal data?

Personal data are all data that can be traced back to a person. Examples include your name, address, telephone number, your CV and – for example – your bank account number for us to be able to pay your salary.

When do you provide personal data to CSC?

When you register with CSC, or we place you at one of our clients, or when you fill in and submit a web form on our site, you provide us with personal data. This concerns, for example, your name and address, your CV or information that you enter in a free text field. These data are necessary to respond to your question, to be able to register with CSC, to be able to introduce you to our clients, to place you at our clients and to pay your salary.

Who is the controller for the processing of personal data?

CSC is the legal controller for the processing of personal data with your registration, mediation and employment with us.

Which personal data does CSC process?

When you visit our website, you register with us, you are placed by us and when you have an employment with us, the following categories of personal data are processed by you:

(Category 1) Standard Personal Data. This includes your name and contact details, your date of birth, your place of birth, your gender and marital status.

(Category 2) Special Categories of Personal Data. These are biometric data of a copy of your ID (ID card or passport) because a passport photo can be displayed on it. Your passport photo is used for identification purposes. We also collect Special Categories of Personal Data in the context of placement at our clients. This concerns medical data, as recorded in your "Seafarer Medical Certificate".

(Category 3) Sensitive Personal Data. These include information about your bank account number, citizen service number, tax statement, salary, job title, education, work experience and absenteeism.



For what purposes do we use your data?

We use the mentioned personal data for different purposes. These purposes are as follows:

- To identify you
- To register with CSC
- To assess your suitability for a vacancy
- To introduce you to our clients
- To place you at our clients
- To draw up a contract of employment and to contract you
- To test whether you have the right certificates and training for seafaring
- To register in the Dutch “Central register of crew data”
- To inform next of kin or authorities in the event of an accident
- To register your absence
- To pay your salary, taxes and/or premiums
- To inform you about our services and vacancies

We use personal data from the 1st, 2nd and 3rd category for these purposes. An exception to this is informing you about services and vacancies. For this we only use personal data from the 1st category.

On what basis do we use your data?

Execution of a contract

We process your personal data to execute your employment contract with us and to execute our agreements with clients, also in the pre-contractual phase.

Legal obligation

In certain cases we are legally obliged to process your personal data. This includes the Dutch income Tax Act and the Seafarers Act.

Legitimate interest

We process your personal data to inform you about our services and vacancies and to invite you to come to us once again if you have placed you in the past.

What if I do not want to share certain data?

In order to be able to place you and to contract you, we need certain personal information from you. If you do not wish to provide the necessary personal details in the context of employment with CSC, we can not contract you. For example, we need your certificates, diplomas and Certificate of Competency with regard to seafaring at all times, but also a copy of your ID card/passport and your bank account number (for paying your salary).

Does CSC share personal data with other parties?

CSC only shares your personal data with organizations that are involved in mediating and placing our candidates, or organizations that are involved in your salary payment, wage tax and/or premiums. This also includes our clients.

A number of our suppliers, namely our IT administrators, software suppliers, payroll service provider and webmaster, have access to personal data.



These suppliers are our processors, which means that we have signed a data processing agreement with them.

Are personal data transferred outside the EU?

In the context of mediation and placement, we share your personal data with our clients. These are clients within and outside the EEA. We can also share your personal data in the context of mediation and placement with our CSC office in Manila, Philippines.

How do we protect personal data?

CSC uses various technical and organizational measures to ensure that personal data can not be misused or otherwise end up in the hands of the wrong person. Examples of these measures are (multi factor) authentication, the use of encryption and the training of our employees in the area of privacy.

How long do we store data?

CSC does not store the collected personal data longer than is strictly necessary, or legally regulated, to realize the purposes for which we have collected your data. We save web forms for as long as the nature or content of the form requires us for the complete answering and processing thereof.

Which cookies are placed?

Our site uses cookies. A cookie is a small file that is sent along with pages of a website and stored by your internet browser on the hard disk of your computer or mobile device. The cookie ensures that your browser is recognized by repeated visits to our website. You can disable these cookies via your browser.

When visiting our website www.csc-crewing.com the following types of cookies can be stored by your browser:

Functional or necessary cookies: Functional or necessary cookies help the website to function properly. These cookies are automatically enabled when you visit our website. You do not have to give permission for these cookies.

Analytical cookies: analytical cookies are aimed at improving our website by tracking visitor statistics. For example how many visitors visit our website, which pages visitors view, where they come from, what they click on and which browser and screen resolution they use.

Tracking cookies: tracking cookies record your visit to our website, the pages you visit on our website and the links you follow. This type of cookies collects information about your surfing behavior and which websites you have visited in order to be able to offer targeted advertisements.

Unclassified cookies: these cookies are not yet classified by us and the various providers of these cookies.

What privacy rights do you have?

We believe it is important that our candidates, clients and relations can exercise their rights properly on the basis of the law. You can use the following rights:

- The right of access: you have the right to access the personal data we process about you;



- The right to rectification: if the personal data that we process from you is not correct, then you have the right to adjust it;
- The right to erasure: if we no longer need your personal data for the purpose for which we received it, you have the right to ask us to remove it. Here are a few exceptions, such as a legal obligation to retain certain data for a longer period of time;
- The right to restriction: during the period that we are in the process of determining whether your data must be rectified, determining the unlawfulness of data processing, determining whether data must be deleted or you have lodged an objection to the processing, you have right to request the restriction of processing;
- The right to portability: at your request we must transfer all personal data that we have from you to you or another organization of your choice. You can only use this right if the data are processed on the basis of permission or agreement;
- The right to object: if we process data on the grounds of legitimate interest or public interest, it is possible to raise an objection after which a weighing of interests will follow.

If you would like additional information about the exercise of your privacy rights, you can mail us via info@csc-crewing.com

Submit a complaint to the privacy authority: Dutch Authority for Personal Data

CSC believes it is important to have satisfied candidates, customers and business relations. Even if we do everything we can to achieve this, it can happen that you are not satisfied anyway. It is possible to submit a complaint to the Dutch Data Protection Authority, if it concerns the protection of your personal data.

Adjust privacy statement

CSC reserves the right to change this privacy statement. We publish changes on this website.

