



DATA PROTECTION PRIVACY NOTICE (EMPLOYMENT)

On the 25th of May 2018, a European data privacy law, known as the General Data Protection Regulation (GDPR), will come into force. The GDPR lays down a set of rules on the protection of individuals within the European Economic Area (EEA) with regard to the processing of their personal data and with the intention of protecting fundamental rights and freedoms. Any individual, company or organization that collects or processes personal data, regardless of its legal form, is affected and should be compliant. The application of the Regulation is extremely wide, as the only condition for an organization, either established within or outside the EEA, to fall under its scope, is to interact with EU residents either by providing a service or by processing personal data.

We are committed to complying with our data protection obligations, and to being concise, clear and transparent about how we obtain and use personal information relating to our workforce, and how and when we delete that information once it is not required.

This notice explains what personal information we hold about you, how we collect it, and how we use and may share information about you during your employment and after it ends. We are required to notify you of this information under data protection legislation.

Who collects the information

Unicrew Management Liberia Limited / Unicrew Management Limited is a “data controller” and gathers and uses certain information about you.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

The information we collect and hold

We may collect the following information during your employment:

- Your name, contact details (address, home and mobile phone numbers, email address) and emergency contacts / Next of Kin (name, relationship and home and mobile phone numbers);
- Information collected during the recruitment process that we retain during your employment;
- Employment contract information;
- Details of salary and benefits, bank/building society, National Insurance and tax information (if applicable), your age;
- Details of your spouse/partner and any dependants;
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;
- A copy of your driving licence;
- A copy of your Passport / Identification Card
- Copies of all relevant job related / professional qualifications, Certificate and Licences as required to fulfil your assigned position
- Physical condition – applicable to Seafarers to ensure that they are medically fit for seagoing duties, medical certificate, (PEME issued in accordance with the MLC regulation 1.2
- Details of your pension arrangements, and all information included in these and necessary to implement and administer them (if applicable)
- Information in your sickness and absence records (including sensitive personal information regarding your physical and/or mental health);
- Criminal records information
- Information on grievances raised by or involving you;
- Information on conduct and/or other disciplinary issues involving you;
- Details of your appraisals and performance reviews;
- Details of your performance management/improvement plans (if any);
- Details of your time and attendance records;



- Information regarding your work output;
- Information in applications you make for other positions within our organisation;
- Information about your use of our IT, communication and other systems, and other monitoring information (if applicable);
- Details of your use of business-related social media;
- Your use of public social media (only in very limited circumstances, to check specific risks for specific functions within our organisation; you will be notified separately if this is to occur);
- Details in references about you that we give to others.

(Some of the categories listed may not apply to you)

Why we collect the information and how we use it

We will typically collect and use this information for the following purposes:

- for the performance of a contract with you, or to take steps to enter into a contract;
- for compliance with a legal obligation (our obligations to you as your employer under employment law and health and safety law); and
- for the purposes of our legitimate interests or those of a third party, but only if these are not overridden by your interests, rights or freedoms.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any material changes to information we collect or to the purposes for which we collect and process it.

How we collect the information

We may collect this information from you, your personnel records, pension administrators, your doctors, from medical and occupational health professionals we engage, other employees, consultants and other professionals we may use to advise us generally and/or in relation to any grievance, conduct appraisal or performance review procedure, and other technical systems.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as external contractors and our professional advisers. Usually, information will be made anonymous, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

Where information may be held

Information may be held at our offices, and third-party agencies, representatives and agents as described above. We have security measures in place to seek to ensure that there is appropriate security for information we hold.

How long we keep your information

We keep your information during and after your employment for no longer than is necessary for the purposes for which the personal information is processed.

Your rights to correct and access your information and to ask for it to be erased

Please contact us if you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our Data Protection Officer for some but not all of the information we hold and process to be erased (known as the “right to be forgotten”) in certain circumstances. Our Data Protection Officer will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that we can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint