



Ship Management Ltd.

SPLIT-CROATIA

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Consent to Use Seafarer Personal Data (GDPR)

The General Data Protection Regulation (GDPR) is a Regulation of the European Union and, from 25 May 2018, it applies to all organisations that collect and process personal data of EU citizens. As part of any recruitment process and training process, the SSM group of companies, which include Ship Management Ltd., SSM Crew, Split Ship Management Ltd. and their nominees, collects and processes personal data relating to job applicants and training applicants. The SSM group of companies are committed to being transparent about how they collect and use that data and to meet their data protection obligations as per GDPR regulation. This Statement aims at informing you of how SSM is going to use the information you provide when applying for a job or a training course at our training centre.

Data processed includes, but not limited to: name and surname, date and place of birth, contact details (e.g. phone number, e-mail address), address, nationality, passport number, personal identification number (e.g. ID card, OIB or other equivalent), seaman's book number, training certificates attained, certificate of competency number, rank, statistical data and other data, information or images provided by you for the above listed purposes. Data will be stored in a range of different secured places, including on your application record, in HR management systems, in Training Centre systems and on other IT systems (including email).

We need to process your data and take steps, with your consent, in order to:

- ensure our compliance with legal obligations,
- register you, and create your file, in our seafarers' database,
- issue your certificates through our Maritime Training Center,
- register your data with the Croatian Ministry of Sea, Transport and infrastructure,
- provide information to your prospective employers if, and when, they require from us a confirmation of the validity and/or authenticity of the training certificates or medical certificates you provided to us, or certificates issued by our Maritime Training Center,
- provide information to employers entering into a contract with you,
- prepare statistical reports,
- advise you of our marketing and promotional activities via emails, SMS messages or other communication means.

Ship Management Ltd., SSM Crew, Split Ship Management Ltd. and their nominees have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

If your application is unsuccessful, Ship Management Ltd., SSM Crew, Split Ship Management Ltd. and their nominees may keep your personal data on file in case there are future employment opportunities for which you may be suited. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your employer and retained during your employment, providing your data is voluntary. However, if you choose not to provide all of the data that is requested for your application, our ability to consider you as a candidate may be limited.

The personal data you provide will be used to assess your application for employment, to verify your information and conduct reference checks, and to communicate with you and inform you of further career opportunities. If employment you accept employment with our clients, the information collected will become part of your employment record and will be used for employment purposes. You are free to withdraw your consent at any time.

By putting the mark X in this checkbox I _____ give consent for processing of information as described above.
(Name and surname)

Date: _____

Signature: _____