

PRIVACY POLICY

valid from May 24, 2018.

Arriva Shipping Polska represented by Mr. Łukasz Skrzypczak makes every effort to protect the privacy of seafarers using her job placement services.

In order to implement the principle of lawful, reliable and transparent processing of your personal data while using our services, we have issued this document called „Privacy Policy”.

Privacy Policy determines how we care about your personal data and your rights.

1. WHICH CONDITIONS WE USE IN THE PRIVACY POLICY?

GDPR - Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (general regulation on data protection).

Shipowner - a person or company who operates his own or a rented ship. Employs the captain and crew and have civil liability for obligations arising from the operation of the ship.

Captain of the ship - he exercises the leadership of the ship and performs other functions defined by law. All persons on board the ship are obliged to submit to the orders of the master issued to ensure safety and order on the ship. The master on behalf of the shipowner and employer is responsible for the protection of personal data on the ship.

Norwegian endorsement - issuing a confirmation entitling to take a position on a maritime vessel of Norwegian affiliation to a person holding a foreign diploma or certificate.

2. WHO IS AN ADMINISTRATOR OF YOUR PERSONAL DATA AND HOW CAN YOU CONTACT US?

Arriva Shipping Polska Łukasz Skrzypczak with its registered office in Gdańsk, ul. Platynowa 6E / 5, 80-041 Gdańsk is the administrator of your personal data in connection with the use of job placement services.

If you have any questions regarding the processing of your personal data and your rights, please contact us:

- by e-mail to the following address: office@arrivashipping.pl or office@arrivashipping.eu
- at telephone number +48 728811330
- or in person at the office in Gdańsk, ul. Platynowa 6E / 5, 80-041 Gdańsk

3. WHICH PERSONAL DATA WE PROCESS, IN WHICH PURPOSES AND ON WHAT LEGAL BASIS?

Due to the fact that we provide comprehensive services for seafarers, we process your personal data for various purposes, to a different extent and on a different legal basis set out in the GDPR. In order to provide you with the most transparent information, we have grouped this information referring to the purpose of processing your personal data.

Applying for the posted job offer, recruitment.

The scope of data. For this purpose, we process personal data provided by you in the Application, that is, e-mail address, contact details, date and place of birth, the nearest airport, valid travel documents and valid seagoing documents for a position on the ship in accordance with your competences and professional skills. The history of your previous employment and / or references from previous employers are also very important. If you report your readiness via the website and the form, we only require an email address to contact us. Applications and notifications are not analyzed in an automated way.

Legal basis. Indispensability to perform the contract for the provision of seafarer recruitment and placement services and to submit the candidature to the shipowner offering work in the advertisement (Article 6 (1) (b) of the GDPR).

The data we collect and process after the shipowner approves the application and during the entire period of employment, also during the organization of the trip from and to the ship.

The scope of data. In order to take up work on board and embark on, data such as: e-mail address, contact details (cell phone number), home address and nearest airport, first and last name, date and place of birth, Personal ID number, first and last name of contact person (next of kin) with address and phone number, relationship degree. The full bank account number in euro currency on which the remuneration is transferred.

Copies of documents:

- Travel documents: Passport, seaman's book, seaman's ID, visa
- Seagoing documents: courses, certificates and diplomas issued by authorized institutions or Maritime Offices
- Health certificate entitling to work on a ship issued by an authorized doctor.
- passport photo in .jpg format in the case of applying for the Norwegian endorsement.
- the Norwegian social security number, which is given during employment.

Legal basis. Indispensability to perform the contract for the provision of seafarer recruitment and placement services and to submit the candidature to the shipowner offering work in the advertisement (Article 6 (1) (b) of the GDPR).

4. TO WHOM WE PROVIDE YOUR PERSONAL DATA?

We pass your personal data to the following categories of recipients:

Employer:

Arriva Shipping AS, Pb 133, 5588 Ølen, Norway,

Shipowner (managing the ship on behalf of the owner / employer):

Karmoy Skipsconsult Management AS, Box 130, Postveien 25, N-4297 Skudeneshavn.

Ship on which a seafarer is or will be employed - access to personal data is available to Captains of the vessels listed below or crewmember authorized by such captains.

- m / v "Norjarl" flag NIS, IMO 9436264
- m / v "Norbris" flag NIS, IMO 9247132
- m / v "Norvind" flag NIS, IMO 9247118
- m / v "Norne" flag NIS, IMO 9082403
- m / v "Norholm" flag NIS, IMO 9107136
- m / v "Norsund" flag NIS, IMO 9007075
- m / v "Nor Viking" flag NIS, IMO 7600287

The full list of vessels along with their specification is also available on the employer's website:

<http://arrivashipping.no/fleet>

Personal data is made available in the event of a new job offer / vacancy, in the case of applying for a job or during employment. Employers to whom we share your personal data independently determine the purposes and methods of processing these data for the purposes of recruitment and fulfillment of their obligations under the employment contract during seafarer employment, and the regulations currently in force in the safe and free international navigation of merchant marine vessels. We make every effort to ensure that your personal data is safe and processed according to their purpose at every stage of recruitment and employment as well as after signed off or the end of cooperation.

Processing entities.

We use suppliers who process your personal data only on our instructions. They provide us with a cloud computing service, provide us with systems for secure personnel and personal data management. The provider of our Crew manning software is Mintra Group with office located at Storegata 1, NO-0155 Oslo, Norway.

Location.

Our suppliers are based mainly in Poland and other countries of the European Economic Area (EEA), eg in Norway. Some of our suppliers may be located outside the EEA. In connection with the transfer of your data outside the EEA, we have made sure that our suppliers guarantee a high level of personal data protection. These guarantees arise in particular from the obligation to use standard contractual clauses adopted by the Commission (EU) or participation in the Privacy Shield program established by Commission Implementing Decision (EU) 2016/1250 of 12 July 2016 on the adequacy of protection provided by EU-US Privacy Shield

Service Providers:

We provide your personal data to service providers that we use to effectively fulfill our services to seafarers, in particular safe and in accordance with local regulations travel to ship and repatriation to the place of residence. Service providers to whom we pass your personal data, depending on contractual arrangements and circumstances, are subject to our commands as to the purposes and methods of processing these data (processors) or independently determine the purposes and ways of processing them (administrators). The list of suppliers which transport services we use most often can be found below. The list is constantly updated and available on request.

G- Travel (*Flight tickets, Hotels, car rental*)

Haugesund
BUSINESS / MARINE
Husøyveien 260
4262 Avaldsnes

Data to be shared: Name of the ship, first and last name, gender, possibly also date and place of birth, nationality, passport number, date and place of issue, expiration date. Seaman's book with place and date of issue and expiration date.

Biuro Podróży Interglobus Tour Spółka Jawna (*land transport*)

Andrzej and Tomasz Bloch
ul. Szczecińska 15b / 8
72-100 Goleniów

Data shared: First and last name, contact telephone number. Pickup address and delivery address. Flight details included in the air ticket when arriving at and from the Berlin airport.

VELA Spółka Jawna (*land transport*)

Danuta Chrzanowska Marek Chrzanowski
Ul. Maria Konopnicka 6
71-150 Szczecin

Data shared: First and last name, contact telephone number. Pickup address and delivery address. Full name of the ship.

Astigo Transport (*land transport*)

Olaf Kraczkowski
Ul. Władysława IV 38/32
81-366 Gdynia

Data shared: First and last name, contact telephone number. Pickup address and delivery address. Full name of the ship.

Wizz Air Hungary Ltd. (Airline tickets)

Laurus Offices | Kóér street 2 / A | Building B H-1103 | Budapest, Hungary

Data shared: First and last name, gender, possibly also date and place of birth, nationality, passport number, date and place of issue, date of validity of the travel document.

RYANAIR (Flight tickets)

Airside Business Park, Swords, Co. Dublin, Ireland.

Data shared: Names and surname, gender, possibly also date and place of birth, nationality, passport number, date and place of issue, date of validity of the travel document

NSB AS (Railway Tickets - Norway)

Schweigaardsgate 23

0191 Oslo

Data shared: First and last name

NOR-WAY Bussekspress AS (Bus tickets - Norway)

Storgata 17, 0184 Oslo

norway

Data shared: First and last name

PKP S.A. (Railway Tickets - Poland)

Polskie Koleje Państwowe S.A.

Al. Jerozolimskie 142A,

02-305 Warsaw

Data shared: First and last name

We make every effort to ensure that the journey from and to the ship is carried out at the best possible level.

We reserve the right to arrange the travel through other carriers available at the time of travel. Personal data in this case are protected the same at the highest level. The data provided is the name and contact telephone number, if required

Maritime Port Agents representing the shipowner and employer in ports;

At our request, they take care of the sailor during boarding and repatriation. They process your personal data for us in order to provide transport at the place of ship joining port and preparation of all documents related to the immigration policy of the state.

Data to be shared: Name of the ship, Position/Rank, First and last name, gender, contact telephone number, possibly also date and place of birth, nationality, passport number, date and place of issue, expiration date. Dates on valid visa, if necessary. Sailing book with place and date of issue and expiration date.

Pickup address (airport, train etc.) and destination address. Flight details included in the air, bus and / or rail ticket for the airport and train station pick-up.

The list of Sea Port Agents, which services we use most often, can be found below. The list is constantly updated and available on request.

Poland:

INTER BALT Sp. z o.o. (Gdynia, Gdańsk)

ul. Stągiewna 18
80-750 Gdańsk

INTER BALT Sp. z o.o. (Szczecin)

Oddział w Szczecinie
ul. Gdańska 20 K
70-661 Szczecin

Vetro Port and Shipping Services (Gdańsk)

Al. Niepodległości 809/A,
81-810 Sopot / Poland

Norway:

FINN SØYLAND SHIPPING AS (Kvinesdal)

4480 Kvinesdal
Postboks 90, 4490 Kvinesdal
Nilsen Agency (Drammen)
Ødegårdsveien 18,
3060 Svelvik, Norwegia

Grenland Shipping Agency (Porsgrunn)

Krankaia 1
N-3933 Porsgrunn

Germany:

SCAN-Shipping GmbH, (Wismar)

Kopenhagener Str.3
D-23966 Wismar,

K+S Transport GmbH, (Wismar)

Operation Site Wismar
Kopenhagener Straße - Hafnhaus
23966 Wismar

TM Shipping Services GmbH (Stralsund)

Schlehdornweg 9
18439 Stralsund

Sweden:

Gillis Shipping AB (Karlshamn)

Box 125
374 22 Karlshamn

Latvia:

Astramar Transport Ltd (Riga)

14 Katrinās Dambis,
LV-1045, Ryga

Estonia:

Paljassaare Agency OU (Tallinn)

Paljassaare tee 4
10313 Tallinn, Estonia

State authorities

We provide your personal data if we are approached by authorized state authorities, in particular organizational units of the prosecutor's office, the Police, the President of the Office for Personal Data Protection, the President of the Office of Competition and Consumer Protection or the President of the Office of Electronic Communications, entitled employees of the Maritime Office and the National Labor Inspectorate .

5. HOW LONG DO WE STORE YOUR PERSONAL DATA?

We store your personal data for the entire period of employment for the purposes of the provision of seafarer placement agency services and other services related to it, such as issuing employee certificates and Social Security, confirmation of sailing and employment history.

After the expiry of the Employment Agreement your data will be archived with the following data: name, surname, e-mail address, telephone number, employment history and information about consents (we will keep this data for a period of 5 years from the expiration of the contract for the purpose of processing complaints and claims related to the use of our services).

6. WHAT ARE YOUR RIGHTS IN RELATION TO PROCESSING OF YOUR PERSONAL DATA?

We ensure the implementation of your rights listed below. You can exercise your rights by submitting a request by contacting us.

The right to withdraw consent

You have the right to withdraw any consent you gave when you submitted your application, as well as when using individual services during your employment. Withdrawal of consent has effect since the withdrawal of consent. Withdrawal of consent does not affect the processing we make in accordance with the law before its withdrawal. Withdrawal of consent does not entail any negative consequences for you. However, it may prevent you from continuing to use the services or functionality that we can legally provide only with your consent.

Legal basis: art. 7 par. 3 GDPR

The right to object to the use of data

You have the right to object to the use of your personal data at any time. If your objection turns out to be well founded and we have no other legal basis to process your personal data, we will delete your information for which you objected.

Legal basis: art. 21 GDPR

The right to delete data ("the right to be forgotten")

You have the right to request the removal of all or some personal data.

You have the right to request deletion of personal data if:

- a) you withdrew your specific consent to the extent to which personal data were processed based on your consent;
- b) Your personal data has ceased to be necessary for the purposes for which they were collected or processed;
- c) Your personal information is being processed unlawfully.

Despite the request to delete personal data, in connection with opposition or withdrawal of consent, we may retain certain personal data to the extent necessary to establish, assert or defend claims. This applies in particular to personal data including: name, surname, e-mail address and employment history, which we retain for purposes of handling complaints and claims related to the use of our services.

Legal basis: art. 17 GDPR

The right to limit data processing

You have the right to request restrictions on the use of your personal data in the following cases:

- a) when you question the correctness of your personal data - then we will limit their use for the time needed to verify the accuracy of your data, but no longer than for 7 days;
- b) if the processing of your data is against the law, and instead of removing the data, you will demand restriction of their use;
- c) where your personal information has ceased to be necessary for the purposes for which we have collected or used it, but it is necessary for you to determine, assert or defend claims;
- d) if you object to the use of your data - then the restriction occurs for the time needed to consider whether, due to your special situation, protection of your interests, rights and freedoms outweighs the interests that we process when processing your personal data.

Legal basis: art. 18 GDPR

The right to access data

You have the right to obtain confirmation from us whether we process your personal data, and if this is the case, you have the right to:

- a) get access to your personal data;
- b) obtain information about the purposes of processing, categories of personal data being processed, the recipients or categories of recipients of this data, the planned period of storage of your data or criteria for determining this period, about your rights under the GDPR and the right to lodge a complaint to the supervisory authority, the source of these data, on automated decision-making, including profiling and safeguards applied in connection with the transfer of these data outside the European Union;
- c) obtain a copy of your personal data.

Legal basis: art. 15 GDPR

The right to rectify data

You have the right to rectify and supplement your personal data.

With regard to other personal data, you have the right to request us to correct this data (if it is incorrect) and to supplement it (if it is incomplete).

Legal basis: art. 16 GDPR

The right to transfer data

You have the right to receive your personal information that you provided to us and then send it to another personal data administrator of your choice, for example to another employment agency. You also have the right to request that personal data be sent by us directly to such other administrator, if it is technically possible.

We will send your personal data in the form of a csv file. The csv format is a widely used, machine-readable format that allows you to send the received data to another personal data administrator.

Legal basis: art. 20 GDPR

When do we meet your request?

If, by exercising the aforementioned rights, you request us, we comply with this request or refuse to comply with it without delay, but no later than one month after receipt. However, if - due to the complexity of the request or the number of requests - we will not be able to meet your request within a month, we will meet them within the next two months, informing you in advance about the intended extension.

Reporting complaints, inquiries and applications

You can refer to us about complaints, requests and requests regarding the processing of your personal data and the exercise of your rights.

If you believe that your right to the protection of personal data or other rights granted to you by virtue of the GDPR have been violated, you have the right to lodge a complaint with the President of the Office for the Protection of Personal Data.

7. HOW WE CARE ABOUT THE SAFETY OF YOUR PERSONAL DATA

We strive to ensure the security of your personal data.

All operations performed on personal data are recorded. Each time we analyze the risk associated with the transfer of data to processing entities and other administrators. Correspondence containing personal data is encrypted and access to it is only available to the persons to whom it is addressed. Documents sent can only be opened with a password. Access to personal data is limited only to authorized persons

8. CHANGES IN THE PRIVACY POLICY

Depending on needs, we can change and supplement the Privacy Policy. We will inform you of any changes or additions by separate notifications to the e-mail address provided by you.

The Privacy Policy does not limit any rights you are entitled to under the Agreement on Employment and the law.

Skrzypczak

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