

DATA PRIVACY NOTICE & CONSENT FORM

In compliance with Republic Act No. 10173 or the Data Privacy Act of 2012, we give this notice to inform you why and how we gather your information, what information we collected, how we use these, to whom we share and how we take care and dispose of this information.

Why do we and what do we collect from you?

Conautic Maritime Inc., duly license manning agency of the Department of Migrant Workers (DMW), we recruit and deploy seafarers. We gather, collect and process your personal information, documents such as training certificates, licenses, endorsements, seafarer books, passport, special qualification certificates, etc.

How do we gather your information?

We gather the details from your application forms and other information sheet that you filled. We also get some details from your passport, seafarers' book, medical certificates and other certificates and documents that you submitted.

How do we use and to whom do we share your information?

All information gathered are used and shared enabling the company for the operational processes in the conduct of business as manning agent to different offices mentioned below:

- Government Agencies and its instrumentalities (DMW, Marina, OWWA, SSS, Pag-ibig, PhilHealth, & other similar government agencies)
- Principals and prospective Clients and their staff for employment purposes
- Insurance Company for crew insurance coverage / Medical Clinics / Training Centers
- Filing Centers/Flag state/ Port State Control Inspection
- Union (PSU/ 'Amosup/TUCP/ITF) for union coverage

How do we take care of your personal data?

Your data are stored in our database system, paper (photocopies) and electronic (scanned copies) format. Steps are taken to protect these from misuse, loss, unauthorized disclosure. All our employees are briefed on data confidentiality and there is controlled access to our system and our premises.

What happens when we no longer need your information?

Our company has a three-year retentions policy. After this, all data with personal information are destroyed (paper) or permanently deleted (electronic).

By clicking "Submit" or sending your application, you acknowledge that you have read, understood, and consent to the processing of your personal data in accordance with this Privacy Notice.

CONAUTIC MARITIME INC.