

## Privacy Statement

### **1. General information**

The Seatrade Shipmanagement Group, and where applicable joint ventures and associated companies of the Seatrade Shipmanagement Group (“Seatrade”), recognizes and respects the privacy of our applicants and our employees. This Privacy Statement concerns personal data submitted by you during your online or paper application process, personal data collected by Seatrade as part of the recruitment process. By clicking **“Yes, I have read the Data Privacy Statement and I accept it”**, you agree to Seatrade using and storing your personal data (including any sensitive personal data) in accordance with the description below.

### **2. Collection of personal data**

When applying for a position within Seatrade, you will be requested to submit personal information, such as your name, e-mail address, mobile phone number, your primary language and an attachment of your resume/CV. You may also be requested to provide additional information, such as your address, cover letter, relevant education and any other relevant information required for Seatrade to evaluate your application. If your application is successful, the job offer may be conditional on pre-employment checks being carried out to Seatrade's satisfaction.

Seatrade is collecting information that makes it possible for us to assess your candidacy for our available positions. Seatrade is an equal opportunity employer (in accordance with the applicable law) and makes all employment-related decisions entirely on merit and qualifications. Consequently, you should only include information relevant for the review of your application, and disregard information such as your race, ethnic origin, your political or philosophical orientation, your religious beliefs, your union memberships or your sexual orientation. The assessment of your application will not be affected in any way should you choose not to provide the listed information.

If you are below the local legal age applicable (18 years in The Netherlands) please make sure to consult your parents/legal guardian before applying for a position with Seatrade. Please also be informed that Seatrade requires your parents'/legal guardian's consent before an employment relationship may be established.

### **3. Purpose of using your personal data**

Seatrade uses the personal data submitted by you or collected from other parties for the purpose of assessing your candidacy for our available positions, as well as for personnel administration purposes, evaluating the use of our websites for statistical purposes and for compliance with any laws to which Seatrade is subject.

### **4. How we use your personal data**

By accepting this Privacy Statement you explicitly consent to authorise HR professionals in the HR department responsible for the recruitment process, as well as hiring managers involved in the recruitment, to gain access to any and all of the personal data included in your application. If you are already employed with Seatrade you also explicitly consent to, including but not limited to, information on your internal job history, appraisals, assessment and profiling results, education and courses and health data (if relevant), being disclosed and made available to the HR department responsible for the recruitment process, as well as the hiring managers involved.

If you have previously been employed within Seatrade, you explicitly consent to your employee data being stored in accordance with the internal policies and applicable local legislation from this employment, including but not limited to information on your internal job history, reason for termination, appraisals, assessment and profiling results, education, courses and health data (if relevant), which will automatically accompany your application when you apply for a new position within Seatrade.

The personal data submitted by you or collected by Seatrade during the recruitment process may also be shared with any third party, courts, government body, regulator, law enforcement office or any other applicable authority, if mandated due to legal or regulatory requirements.

## **5. Security**

Seatrade takes all appropriate organisational and technical security measures to protect your personal data and has thus implemented necessary security measures in order to safeguard your data. Any personal data submitted will be treated as strictly confidential and will only be used for the purposes for which they are collected.

## **6. Data Controller**

The legal entity responsible for the collection and processing of your personal data is the company to which you are applying.

## **7. Your rights – access, objection and rectification**

You have the right to gain access to the data processed about you, however with certain legal limitations. You also have the right to object to the processing of your personal data and to rectify the data processed if relevant.

Furthermore, if you wish to exercise your right to access your personal data, to object to it being processed or to rectify processed data, please send a letter to Seatrade Groningen B.V., Laan Corpus den Hoorn 200, 9728 JS Groningen , The Netherlands, Att.: HR Department.

## **9. Modifications to the Privacy Statement**

We reserve the right, at our sole discretion, to change, modify, add or remove portions from this Privacy Statement at any time. If any substantial changes are made, postings of the changes will be made on this page, or if deemed necessary, notified to you directly.

As the privacy of our applicants and our employees is of utmost importance to Seatrade, this Privacy Statement will be updated on an ongoing basis to make sure that we comply with legal requirements.

If you have any questions about this Privacy Statement or other questions regarding protection of your personal data please contact [personnel@seatrade.nl](mailto:personnel@seatrade.nl) or send a letter to Seatrade Groningen B.V., Laan Corpus den Hoorn 200, 9728 JS Groningen , The Netherlands, Att.: HR Department.

This Privacy Statement was last updated on 29 October 2014