**Privacy Notice**

# What we need

Our Personal Data Protection Policy governs the use and storage of your data. You can see our Personal Data Protection Policy at [[Edit this hyperlink to your companies Personal Data Protection Policy](http://www.yourhyperlinkgoeshere.com/)]

[Your Company Name Goes Here] is a Controller of the personal data you (data subject) provide us. We collect the following types of personal data from you:

* For Users of the [The name of your Branded or non Branded Management Platform]
	+ General Information
		- Name
		- Phone Numbers
		- Email address
		- Physical Address
		- If you are a responsible for Billing
* For Crew onboard Vessels using [The name of your Branded or non Branded Management Platform]
	+ General Contact information
		- Vessel Name
		- Sex
		- Whether you are an occasional worker
		- Your Crew Employment Status
		- Whether you are onboard
		- Your position onboard
		- Whether you are a designated Security Officer
		- Whether you are a designated Safety Officer
		- Email addresses
		- Birthday
		- Place of Birth
		- Nationality
		- Phone Contacts
		- Physical Address
		- Notes on your file
		- Photograph
	+ Passport and Visa information
		- Passport number
		- Passport Country
		- Passport Place of Issue
		- Passport Date of Issue
		- Passport Expiration
		- Visa Country
		- Visa Date of Issue
		- Visa Expiration
		- Visa Type
	+ Employment Information
		- Date Employed
		- Date Ended
		- Port of Departure
		- Reason for Leaving
		- Notes
	+ Medical Information
		- Emergency Contacts
		- Doctor Contacts
		- Dentist Contacts
		- Blood Type and Rh
		- Allergies
		- Medical Issues
		- Current Medications
		- Medical History/Major Operations/Procedures
		- Medical Insurance
		- Medical Notes
		- Medical Power of Attorney
		- Immunizations Records
		- Prophylaxis Treatments
	+ Next of Kin
		- Name
		- Relationship
		- Contact Information
		- Physical Address
	+ Financial
		- Salary
		- Financial Notes
		- Bank Name
		- Bank Address
		- Bank Country
		- Bank Contact Information
		- Beneficiary Name
		- Beneficiary Address
		- Bank Aba/Routing Number
		- Bank Account Number
		- Bank Sort Codes
		- Bank IBAN number
		- Bank SWIFT Code
		- Currency

# Why we need it

We need your personal data in order to provide you with the following services:

* General Contact Information is collected in order to understand your position onboard and communicate with you.
* Passport and Visa Information is collected in order to ensure your travel documents are valid and up to date relating to your employment
* Employment Information is collected in order to be able to process payroll and verify employment onboard a vessel
* Medical Information is collected for safety onboard and ensuring your well-being in event of an emergency
* Next of Kin Information is collected in order to ensure we have Emergency contact information
* Financial Information is collected to allow us to process payroll

# What we do with it

Your personal data is processed in [YOUR COMPANY OFFICE] located in [COUNTRIES]. Hosting and storage of your data takes place in Fort Lauderdale, Florida which is located in United States.

No third party providers have access to your data, unless specifically required by law.

# How long we keep it

Under [Jurisdiction] law, we are required to keep your documents for [Time Period] according to the Data Retention Policy. After this period, your personal data will be irreversibly destroyed. Any personal data held by us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information. Please see [[Edit this hyperlink to your companies Personal Data Protection Policy](http://www.yourhyperlinkgoeshere.com/)] for more information on our personal data retention schedule.

# What are your rights?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted. Please contact us through [[EDIT THIS HYPERLINK TO POINT TO YOUR DATA SUBJECT ACCESS REQUEST FORM](http://www.yourhyperlinkgoeshere.com/)]

In the event that you wish to complain about how we have handled your personal data, please contact [INSERT NAME OF PERSON OR DATA PROTECTION OFFICER] at [Email Address] or in writing at [Address]. Our [Job Title] will then look into your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact the relevant Data Protection Authority and file a complaint with them.