



OSM Maritime Services, Inc. (“MSI” or “Company”) respects and is committed to the protection of your personal information and privacy.

MSI will not collect, use, process, share, disclose, or retain any personal information about you unless you voluntarily choose to provide us with it and give your express consent thereto, or unless it is required or permitted by applicable laws and regulations.

#### Purpose

This Data Privacy Notice (“**Notice**”) has been prepared in accordance with the provisions of Republic Act No. 10173 or the “*Data Privacy Act of 2012*”, its implementing rules and regulations, other relevant laws, and OSM Maritime Group’s Global Privacy Policy.

We hope that the Notice outlined below will help you understand:

- How and when we collect your personal information
- What kind of personal information we collect
- Why we collect your personal information
- Who we share your information with
- How we protect your information
- How long we retain your information

#### How and when we collect your personal information

In the course of your ordinary dealings with us, we may collect personal information directly from you when you:

- Submit your personal information when registering with our “*Applicant Kiosk*”.
- Submit your employment application, *curriculum vitae*, personal data sheet, and similar applications.
- Fill out forms, contracts, and agreements necessary for the processing of your employment applications (such as our Seafarer’s Employment Agreement, Standard Contract of Employment, Seafarer Contact Information Update Form, Acceptance Form, SSS Forms, Debriefing Form, Insurance Form, Office Staff Handover Form, Drug and Alcohol Declaration Form, HMO Card Enrolment Form, Standard Bank Forms).
- Submit your personal information when you register with “*E-Crew*”, our online crew management system.
- Other communications with us (such as when you contact us for inquiries regarding job availability or status of your application).

We may also collect information indirectly from third parties (such as head hunters and recruitment agencies) which you have given consent for the disclosure of such information relating to you and where otherwise permitted by law.



### **What kind of personal information we collect**

*“Personal Information”* is information that identifies you as an individual which could also be considered *“Sensitive Personal Information”*, such as but not limited to the following:

- Name
- Age
- Birth date
- Gender
- Nationality
- Civil status
- Passport details
- Biometrics of Fingerprints
- Photos or Videos
- SSS, PhilHealth, Pag-Ibig, and T.I.N. details
- Contact details (such as Address, Telephone number, Mobile number, and Email address)
- Bank name and account number for purposes of depositing your basic wages and other benefits
- Information regarding your previous employment (such as name of employer, number of years employed, previous benefits, and work experiences)
- Other additional information that may be requested by the Company in relation with herein declared purposes and use of information

We will not knowingly collect personal information from a minor or one who is not legally capable of entering into contractual agreements without first securing parental or guardian consent in accordance with this Notice.

### **Why we collect your personal information**

We will use your personal information for the following purposes:

- For recruitment, selection, and placement of off-shore applicants and/or employees.
- For selection and hiring of on-shore applicants and/or employees.
- For processing of employment application and complete documentation.
- For *“E-Crew”* online registration and updating.
- For human resources, administrative, management, and finance documentation.
- For administration of compensation and other benefits.
- For crew ship training and cadet programs.
- For advancement and rotation planning.
- For logistics planning and support.
- For workforce and workplace management.
- For principal and government reporting.
- For other legal and expected business-related purposes.



### **Who we share your information with**

In compliance with this Notice, personal information provided to us will generally be kept confidential unless you give your express consent and authorize the Company to share or disclose your personal information to the following categories of parties:

- OSM Ship Management Pte., Ltd. (“**OSM ROHQ**”) that provides necessary support services to the Company.
- Our principals and clients who avail of our crew management services (such as companies operating conventional vessels, as well as oil majors).
- Our external auditors, accountants, insurers, medical providers, lawyers, headhunters, or other financial or professional advisers.
- Our regional offices or headquarters, and affiliates for purposes that are related to the Company’s purpose for collecting and using your personal information.
- Companies, organizations, and individuals that act as our employees, officers, agents, contractors, and/or service providers.
- Companies, organizations, and individuals that assist us in processing your employment applications from the hiring stage until actual deployment.
- Government agencies and instrumentalities such as but not limited to the Social Security System (*SSS*), Philippine Overseas Employment Administration (*POEA*), Philippine Health Insurance Corporation (*PhilHealth*), Home Development Mutual Fund (*Pag-Ibig*), and Bureau of Internal Revenue (*BIR*).
- Other entities and individuals in respect of whom you have previously given your express consent.

### **How we protect your information**

In order to protect your personal information against misuse, alteration, loss, or destruction and against accidental or unauthorized access or disclosure, we strictly enforce this Notice within the Company and have implemented appropriate physical, organizational, and technical security measures.

These measures are regularly reviewed and updated in order to maintain the accuracy and integrity of the information. We will implement the necessary changes to ensure the continuous security of your personal information.

### **How long we retain your information**

We will not keep your personal information for longer than is necessary to fulfill the purposes for which it was collected, to comply with our legal obligations, resolved disputes and enforce our contractual rights against third parties.

Rest assured, we will take adequate steps to properly dispose of and permanently de-identify your personal information.



**Questions and Comments**

You have rights under the law regarding your personal information. If you wish to use them, or if you just happen to have some questions, you may contact the company's Data Protection Officer through the following:

**DATA PRIVACY OFFICER**

*OSM Maritime Services, Inc.*

OSM Building, 479 Pedro Gil Street Ermita, Manila 1000 Philippines

Contact No.: +6325238871

Fax No.: +6323021132

Email: [dataprivacyofficermanila@osm.no](mailto:dataprivacyofficermanila@osm.no)

Website: [www.osm.no](http://www.osm.no)

Please note that MSI reserves the right to amend this Data Privacy Notice at any time without prior Notice in order to comply with government and regulatory requirements. We will notify you of any such updates and amendments via our official website or by email.