



OSM Ship Management Pte. Ltd.

Data Privacy Notice

Rev.00 Rev. Date: 2019-FEB-21

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OSM Ship Management Pte., Ltd. (“**OSM ROHQ**”) is a foreign company organized and existing under the laws of Singapore engaged in ship management and in international trade.

OSM ROHQ has been duly registered in the Philippines as a Regional Operating Headquarters and is primarily engaged in support services for the benefit of its affiliates, subsidiaries, or branch offices in the Asia-Pacific Region and other foreign markets.

OSM ROHQ respects and is committed to the protection of your personal information and privacy.

OSM ROHQ 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 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.

Coverage

This Notice covers all personnel employed by OSM ROHQ, onshore or onboard the vessel and units that it administers and manages.

For purposes of this Notice, OSM ROHQ is a controller of the personal information processed during the course of your employment and following termination.

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

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

What kind of your personal information we collect

For the purposes of this Notice, “*Personal Information*” shall refer to any information about an identifiable individual. Personal information does not include anonymous or non-personal information (*i.e.*, information that cannot be associated with or tracked back to a specific individual).



OSM ROHQ collects and maintains different types of personal information in respect of those individuals who seek to be, are, or were employed by it, including the personal information contained in:

- Resumes and/or applications
- References and interview notes
- Photographs and video
- Letters of offer and acceptance of employment
- Mandatory policy acknowledgement sign-off sheets
- Payroll information, including but not limited to social insurance number, pay check, and deposit information
- Wage and benefit information
- Forms relating to the application for, or in respect of changes to, employee health and welfare benefits, including, short and long-term disability, medical and dental care
- Beneficiary and emergency contact information

In addition to the examples listed above, personal information also includes information such as name, home address, telephone, personal email address, date of birth, employee identification number and marital status, and any other information necessary for ROHQ's legitimate purposes, which is voluntarily disclosed in the course of an employee's application for and employment with the it.

As a general rule, OSM ROHQ collects personal information directly from you. In most circumstances where the personal information that it collects about you is held by a third party, OSM ROHQ will first obtain your permission before it seeks out this information from such sources.

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

The personal information collected is used and disclosed for OSM ROHQ's legitimate purposes, including establishing, managing or terminating your employment relationship with OSM ROHQ.

Such uses include:

- Determining eligibility for initial employment, including the verification of references and qualifications.
- Administering pay and benefits.
- Processing employee work-related claims (*e.g.*, worker compensation, insurance claims, etc.).
- Establishing training and/or development requirements.
- Conducting performance reviews and determining performance requirements.
- Assessing qualifications for a particular job or task.
- Gathering evidence for disciplinary action or termination.
- Establishing a contact point in the event of an emergency (such as next of kin).
- Complying with applicable labor or employment statutes.
- Compiling directories.
- Ensuring the security of company-held information.
- Such other purposes as are reasonably required by OSM ROHQ.



Who we share or transfer your information with

Further, your personal information may be shared or disclosed:

- As permitted or required by applicable law or regulatory requirements. In such a case, OSM ROHQ will endeavor to not disclose more personal information than is required under the circumstances.
- To comply with valid legal processes such as search warrants, subpoenas or court orders.
- As part of OSM ROHQ's regular reporting activities to other companies within OSM Maritime Group (including outside of the Philippine jurisdiction).
- To protect the rights and property of the OSM ROHQ.
- During emergency situations or where necessary to protect the safety of a person or group of persons.
- Where the personal information is publicly available.
- With your consent where such consent is required by law.

How we protect your information

OSM ROHQ endeavors to maintain physical, organizational and technical security measures that are appropriate to the sensitivity of the personal information in question. These security measures are designed to protect your personal information from loss and unauthorized access, copying, use, modification, destruction or disclosure and all other unlawful forms of processing.

Access to personal information is strictly limited to the personnel of OSM ROHQ and its controlled business units and affiliates who have appropriate authorization and a clear business need for that data.

How long we retain your information

Except as otherwise permitted or required by applicable law or regulatory requirements, OSM ROHQ endeavors to retain your personal information only for as long as it believes is necessary to fulfill the purposes for which the personal information was collected (including, for the purpose of meeting any legal, accounting or other reporting requirements or obligations).

OSM ROHQ may, instead of destroying or erasing your personal information, make it anonymous such that it cannot be associated with or tracked back to you.



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 Ship Management Pte. Ltd.

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

Contact No.: +6325238871

Fax No.: +6323021132

Email: dataprivacyofficermanila@osm.no

Website: www.osm.no

Please note that OSM ROHQ 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.