



# Privacy notice candidates

To that extent, the terms “we”, “us”, “our” or “CMA SHIPS” used throughout this privacy notice, shall designate CMA SHIPS Lanka.

## How do we use your personal data?

Purpose	Type of data	Legal base	Recipients
<b>Recruitment:</b> Collect resumes (CVs), Candidates' selections, Manage and perform interviews of candidates, Assess soft and hard skills of candidates, formalize evaluations and feedback of the interview (when necessary), Track hiring indicators, Maintain a pool of seafarers and potential seafarers (candidates).	a) Identity & contact data b) Recruitment data	The processing is necessary for:  - legal requirements on the minimum qualifications (STCW)  - the performance of a contract and to take pre-contractual measures.	Marine Human Resources department and concerned manning agency(ies) involved in the recruitment process.

## What personal data do we collect about you?

Types of data	Sources
<b>Identity &amp; contact data:</b> e.g. surname, first name, photograph, gender, date and place of birth, nationality, professional contact details, personal contact details, internal number, passport references.	Directly from you when you complete your employee profile during the hiring phase.
<b>Recruitment data:</b> e.g. professional skills & function, CV education history, titles and distinctions, salary, job application, employment references and all the data necessary to evaluate the suitability of a candidate for a specific position.	Directly from you when you apply for a position or when you update your file in the HR systems.  Indirectly from a recruitment agency.

## How long do we keep your data?

Type of data	How much time we keep it
<b>Recruitment data.</b>	Recruitment data are kept for 2 years after the recruitment conclusion.

Type of data	How much time we keep it
<b>Identity and contact data.</b>	<p>Identity and contact data are kept for 2 years after the recruitment conclusion.</p> <p>If the outcome of the recruitment is positive, a dedicated privacy notice applies for active seafarers.</p>

## What are your rights?

At any time, you may:

- Request to see your personal data.
- Request to correct or delete your personal data.
- Object to our processing of your personal data.
- Request an electronic copy of your personal data.
- Lodge a complaint with a supervisory authority.
- Revoke or withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

## How to contact us?

Contact the CMA SHIPS's Data Protection Officer:

- by email at [ho.dpo@cmaships.com](mailto:ho.dpo@cmaships.com)
- or by mail to the attention of CMA SHIPS Lanka Data Protection Officer, No1, Alfred House Avenue, Colombo 03, Sri Lanka.

We will respond to your request when we can verify your identity or authority to make the request and confirm the personal information relates to you.

The verifiable request must:

- Provide sufficient information that allows us to reasonably verify you are the person about whom we collected personal information or an authorized representative.
- Describe your request with sufficient details that allows us to properly understand, evaluate, and respond to it.

Once verified, we will evaluate your request and answer it within one month.