

NYK SM Privacy Notice

This notice is for all NYKSM employees, seafarers, job applicants, customers and third-party service providers. Please read the information provided below which informs you in accordance with applicable privacy laws about how NYKSM (also “we” and “us”) will use your personal information.

Why we are providing this notice to you

As an ship manager and business, we hold certain information about you (“personal data”) which we need to process in compliance with legal obligations (e.g. employment laws), our contract with you or in fulfilment of ‘legitimate interests’. We are required by law to give you certain information about the data we hold about you, how we use it, and what safeguards are in place to ensure it is protected. This notice is designed to give you that information.

The technical bit

NYKSM (including its subsidiaries) is a ‘data controller’ in relation to the personal data we hold about you for general ship management operations and employee & seafarer data processing. This includes the need to process your data to contact you, update internal directories, internal websites, conduct travel administration, payroll, benefits administration and MHR functions.

The legal basis for our use of your personal data will generally be one or more of the following:

- a) we need to process your personal data to satisfy our legal obligations in relation to seafarers employment contracts and at law;
- b) for legitimate interests such as employment data processing, crime prevention, compliance with the requirements of regulatory bodies and general corporate operations;
- c) Provision of our services;
- d) because we need to process your data to meet our obligations under the General Data Protection Regulation (Regulation (EU) 2016/679 (**GDPR**))

What data we hold, how we obtain it and how we use it

The types of data we hold and process about you include:

- Contact details, including name, address, telephone numbers and email address
- Identifying details, including name, place & date of birth, qualification, licence no. etc;
- Travel documents (Passport, Travel Visa)
- Seafarer’s documents (Seaman book, Certificate of Competency, etc)
- Record of professional activities performed as seafarer (Certificate of training, etc)
- Location data (address, tel, e-mail, bank account, family detail etc.)
- Educational and working background.
- Records of activities performed using company equipment or networks; and
- Sensitive personal information, including race/ethnic origin, sex, medical information, etc.

We obtain some of this personal data directly from you. We may also obtain data from other sources such as government public databases, law firms and maritime authority.

We will use this personal data to conduct our corporate operations, conduct due diligence and to comply with our legal and contractual obligations.

Organisations that we may share your personal data with

From time to time, as a manager of ship owner, we will share your personal data with advisers and service providers so that they can help us discharge our obligations and exercise our rights. Such advisers and service providers currently include:

- Cloud computing service providers;
- 3rd party software providers;
- 3rd party benefits providers; and
- Legal service providers.

In each case, we will only share your personal data to the extent that we consider the information is reasonably required to discharge our obligation and exercise our rights.

The service providers referred to above may use your personal data to perform their functions as well as for business administration and regulatory purposes. They may also pass your personal data to other third parties to the extent they consider the transfer of such information is reasonably required for a legitimate purpose.

Where requested, or if we consider that it is reasonably required, we may also provide your data to government and law enforcement organisations, which may use the data to carry out their legal functions.

In some cases, recipients of your personal data may be outside the EU, perhaps meaning your personal data may be sent in jurisdictions that may not offer a level of protection equivalent to that required by EU countries. If this occurs, we will require appropriate safeguards to be in place with a view to protecting your data in accordance with applicable laws. Please use the contact details below if you have any questions regarding the safeguards that are currently in place.

We do not carry out any automated processing for marketing purposes and will not share your personal data with anyone for the purpose of marketing to you or anyone else.

Data storage and how long we keep your data

We and our third-party service providers take all reasonable care in the collection and use of your personal data and have implemented internal security procedures to protect your data.

We and our third-party service providers will only keep your personal data for as long as we need to in order to fulfil the purpose(s) for which it was collected and for so long afterwards as we consider may be required to deal with any questions or complaints that we may receive, unless the law requires us to keep it for a longer period.

Your rights

You have a right to access, and obtain a copy of, the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict the processing of your personal data, to object to processing or to transfer or erase your personal data. You can obtain further information about these rights from European Commission at: https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens_en.

If you wish to exercise any of these rights, please contact us as indicated below. You also have the right to lodge a complaint in relation to this privacy notice or our processing activities with the Information Commissioner's Office which you can do through the website referred to above.



The personal data we hold about you is used for employment data processing, general corporate operations and due diligence. We may from time to time ask for further information from you for this purpose. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may mean that NYKSM is unable to provide certain benefits and services to you.

Updates

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

Contacting us

Please address any questions, comments and requests regarding our data processing practices NYK SHIPMANAGEMENT PTE LTD.