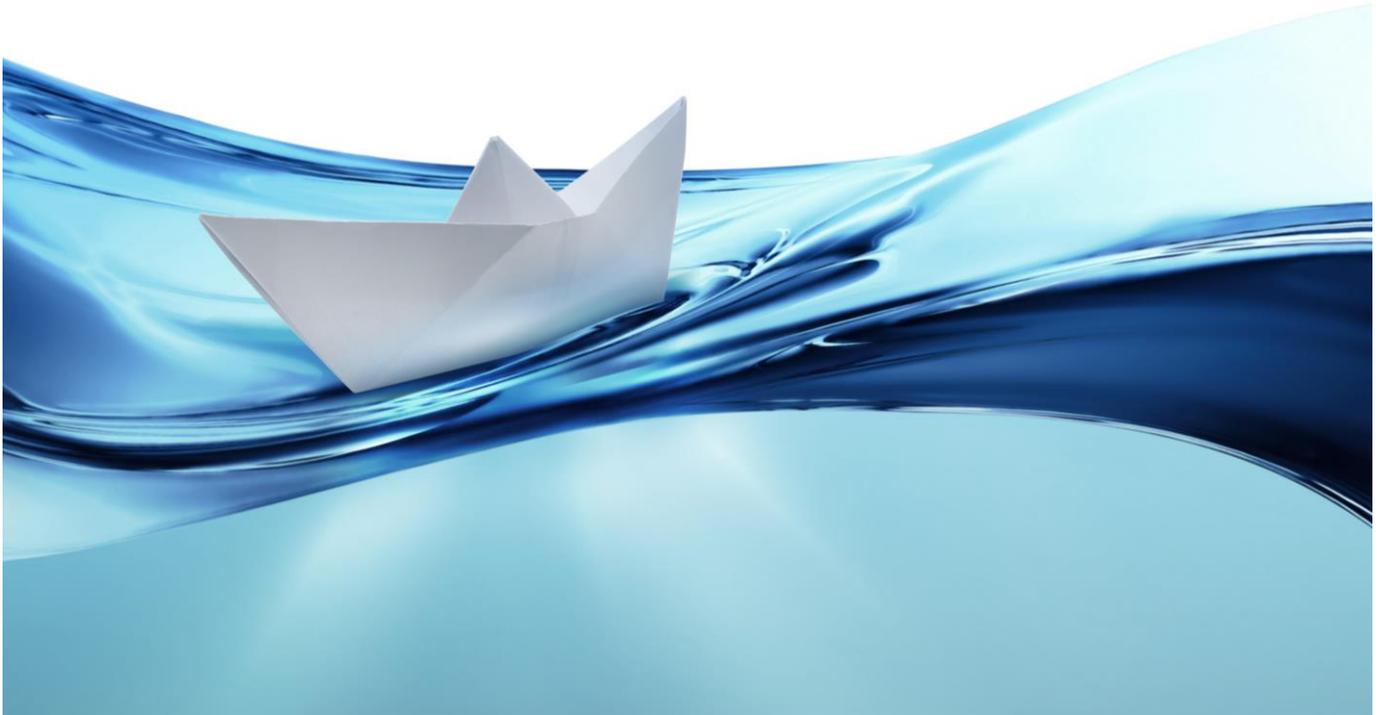




**CYPRUS SHIPPING CHAMBER**

**Navigates Cyprus Worldwide**



## **[CSC/PN-Jobs] Privacy Notice for Job Seekers**

### **Job Seekers**

As part of our recruitment processes, we collect and process personal data relating to job applicants who may be interested to be employed by the Chamber. The Chamber is committed to being transparent about how it collects and uses that personal data and to meeting its data protection obligations under the General Data Protection Regulation (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and for what purpose we collect and use their personal data, both during and after a job application process.

## **Who are we?**

The controller of your personal recruitment process is the Cyprus Shipping Chamber.

Your personal data may be shared with our Member-Companies only when you have provided your explicit consent but you shouldn't worry about their safety and security! Your personal data and the way they are processed are safeguarded through various security measures in place.

## **What information do we collect?**

We collect a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in Cyprus.

## **How we collect this information?**

We may collect this information in different ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers, including information from criminal records checks as permitted by law. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you of this.

Data will be stored in a range of different places, including on your application record and on other IT systems (including email).

## **Why do we process your personal data?**

We need to process your personal data to take steps at your request prior to entering into a contract with you. We also need to process your personal data to enter into a contract with you.

In some cases, we may need to process your personal data in order to ensure compliance with any legal obligations. For example, it is required to check a successful applicant's eligibility to work in Cyprus before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

The Cyprus Shipping Chamber relies on legitimate interests as a legal basis for processing data, and has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Cyprus Shipping Chamber processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where we process special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, we are obliged to seek information about criminal convictions and offences. We may seek this information because it is necessary to fulfil our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

## **Who has access to your personal data?**

Your personal data will be shared internally for the purposes of the recruitment exercise. This means that members of the Chamber Secretariat and Management personnel will have access to your data. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment.

We will not share your data with third parties, unless you have given your explicit consent.

The organisation will not transfer your data outside of the European Economic Area unless you have given your explicit consent.

## **How does the organisation protect your personal data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by anyone else other than our employees in the proper performance of their duties.

## **For how long do we keep your data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personal file and retained during your employment.

## **Your Rights**

As a data subject, you have a number of rights. You have the right to:

- access and obtain a copy of your data on request;
- require to change incorrect or incomplete data;
- require to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the controller is relying on its legitimate interests as the legal ground for processing; and
- ask the controller to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the controller's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [gdpr@csc-cy.org](mailto:gdpr@csc-cy.org)

If you believe that the Chamber has not complied with your data protection rights, you can complain to the Commissioner for Personal Data Protection.

### **What if you do not provide personal data?**

You are under no legal or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

If you have any questions about this Privacy Notice, or if you want to enforce your rights, please contact Mr. Sophoclis N. Constantinou, Legal Officer on +357 25 360717 or at [gdpr@csc-cy.org](mailto:gdpr@csc-cy.org)