



Robson Crew Recruitment

PRIVACY POLICY

GENERAL DATA PROTECTION (GDPR) and what it means to you

RCR is committed to protecting your Personal data through Robson Crew Recruitment website and via email. This privacy notice will inform you how your Personal Data is controlled

The privacy notice gives you information on how RCR collects and processes your personal data once it's received through the RCR site or social media ie Facebook, LinkedIn or email. Also for the Recruitment services we provide to our clients

RCR is responsible for holding your personal data and using that data for potential jobs currently or in the future

How we use your personal data and the legal basis for the processing

- We store your information for easy access to contact you for potential job prospects and to communicate together
- To send your CV to potential clients – with your consent when applying for jobs/positions
- We also request references & qualifications that are needed for the roles that you're applying for

It is important that personal data is accurate and up to date. If your personal data changes, then please get in touch so this can be changed as soon as possible. This can be done by telephone or email on the information provided on the RCR website

RCR will only share your personal information ie CV with contact details to the following parties:

Potential employers, recruitment agencies. The companies or clients that we deal with are also required to take measures to protect your personal information once received and will only be used for current or future job prospects

Client data and how we use it

- We store clients data such as contact name, email address, telephone number, invoicing details, confidentiality agreements between the client and RCR, ships registration, Contracts, Crew Insurance
- To provide references on any previously employed candidate

Applicants data and how we use it

- On application for work we will collect, store and use your following personal information accordingly

- Name/Title, CV, Email, DOB, Nationality, Contact no, References, Certificates, Medical Certificate
Please note that the above list of categories is not exhaustive and RCR may collect other information or data that is required for the position your applying for

How your personal Data is collected

Client

RCR collects information directly from you by either sending information through the RCR site, via email, social media or on the telephone

Applicants

RCR collects information directly from you by either sending information through the RCR site, via email or Interview

Third parties ie social media, Facebook, LinkedIn

Other recruitment agencies

The Decision Making and Profiling

A person or individual will always be involved when searching for ideal candidates for jobs.

RCR does not send out group emails, mailshots for advertising or spam mail

Data Security

RCR has put into place appropriate security measure to prevent your personal data from being lost or compromised

RCR is protected/Insured through the Information Commissioners Office (ICO)
In the UK

For more information on the ICO - please visit the site below

<https://ico.org.uk>

RCR is a data controller. All personal data/information at the time of employment is sent directly to the employer and dealt with professionally and securely.

Your legal rights and data retention

We will hold your personal information for up to 1 year. If you would like your personal data erased before this time, then please email the (DPO) Data Protection Officer Gary Robson gary@robsoncrew.com

No charges will apply to do this

The right of access.

You have the right to obtain access to your information (if we're processing it), and certain other information (similar to that provided in this Privacy Policy). This is so you're aware and can check that we're using your information in accordance with data protection law. You can do this by writing to us on the email address above

The right to erasure.

This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of your information where there is no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions.

The right to restrict processing.

You have rights to 'block' or suppress further use of your information. When processing is restricted, we can still store your information, but may not use it further. We keep lists of people who have asked for further use of their information to be 'blocked' to make sure the restriction is respected in future.

The right to object to processing.

You have the right to object to certain types of processing, including processing for direct marketing (i.e. receiving emails from us notifying you about other services we provide which we think may be of interest to you or being contacted with varying potential opportunities). You may change this option by emailing us direct

The right to lodge a complaint.

You have the right to lodge a complaint about the way we handle or process your personal data with your national data protection regulator through ICO email address is above

The right to withdraw consent.

If you have given your consent to anything we do with your personal data (i.e we rely on consent as a legal basis for processing your personal information), you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful). You can withdraw your consent to the processing of your personal information when receive your request but, if the request is going to take longer to deal with, we'll come back to you and let you know within a week – as above

Changes to this Privacy Police Notice

RCR reserves the right to modify, revise and update this notice at any time. We will notify you about changes via our website