

To assist you with your application and eventual employment, we may need to collect, record, and store your data. These data may include personal and sensitive personal data. In compliance with the Data Privacy Act of 2012, we must ask for your permission to process your personal data for this purpose. Rest assured, your information is handled with the strictest confidentiality and is protected by security measures.

For your guidance, please refer to the Personal Data Protection Notice at the backside of this document, which you should read prior to signing this form. If you wish to obtain more in-depth information of our privacy policies, you may refer to our Data Privacy Policy in our website: <https://crewing.wallem.com.ph/about-us/privacy-policy>

For purposes of the Data Privacy Act of 2012, any further inquiries or complaints may be addressed to Data Privacy Officer, Mr. Eduardo Y. del Agua (email: privacy@wallem.com.ph / direct line +63 2 883 088 / mobile +63 918 804 0748).

Statement

I, _____, of legal age and a resident of _____, have read and understood the contents of this Personal Data Protection Notice with respect to the processing of my personal data, and I acknowledge that by signing this form, I confirm that I have given my consent to the processing of my personal data.

I further acknowledge that I am fully aware of all the rights and obligations of a data subject under the Data Privacy Act of 2012 ("Act"), hereafter knowingly and voluntarily signify my consent, and express authorization for the release of all the required personal information relative to my application for / or subsequent employment with Wallem Maritime Services, Inc. ("WMSI")

CONFORME	
Signature over Printed Name	
Passport or SIRB No.	
Date	

Personal Data Protection Notice

Wallem Maritime Services, Inc ("WMSI") accords high regard and importance to the protection of privacy and security of personal information. In deference to the rights of our seafarers and employees, all the personal information gathered and collected by the company are solely intended for the purpose explicitly stated. Pursuant to the Data Privacy Act of 2012, this Personal Data Protection Notice sets out the company's personal information protection practices that are put in place to protect the personal information of individuals whom we deal with. In the same vein, WMSI does not in any way divulge or release information to third parties or outside entities except upon written consent or express approval of the owners thereof. As such, applicants and seafarers are assured of utmost protection and full compliance with the mandates of the law.

Why we collect your Personal Information?

WMSI uses personal data to process transactions for you for purposes, such as:

- To facilitate recruitment and placement for employment with WMSI as manning agent for and in behalf of its duly accredited foreign principal/s recognized by the Philippine Overseas Employment Agency ("POEA").
- For the administration of compensation and benefits, client and government reportorial requirements, and other legal and expected business-related purposes.
- POEA and government related agencies such as SSS, HDMF, Philhealth, Maritime Industry Authority, TESDA, etc.

Who we share your information with?

The intended recipients of the personal information hereafter to be collected shall include but not be limited to the following:

- POEA, embassies, and consular offices
- WMSI's foreign Principal/s duly accredited by the POEA;
- Accredited local representatives;
- Claims correspondents/Legal Counsels/Law Firms;
- Accredited Physician/Clinic/Hospital/insurers; and
- WMSI's agents/assigns/successors-in-interest.

Disclosure of your personal information is either necessary for the proper execution of processes related to the declared purpose and the use or disclosure is reasonably necessary, required or authorized by or under law.

Where will your Personal Data be stored?

Your personal data will be stored in an electronic database system accessed by only Authorized Personnel of WMSI. Paper copies of your data may also be stored securely in the office premises and can be accessed only by authorized employees.

RETENTION PERIOD

Subject to the applicable requirements of the Data Privacy Act and other relevant laws and regulations, Personal Data should not be retained by WMSI for a period longer than necessary and / or proportionate to the purposes for which such data was collected, except for the establishment, exercise or defense of its legal claims, legitimate business objectives, or for historical, statistical, medical or scientific purposes whichever is longer. Should the Data Subject wishes to withdraw or remove his personal information on file, he/she may write a formal request addressed to WMSI's Data Protection Officer which must clearly and explicitly indicate the reason/s therefor.

Can you withhold your consent?

Yes, but we may not be able to properly assist you in your application and/or employment.

How we protect your information?

The integrity, confidentiality and security of your information are important to us. WMSI will take reasonable steps to make sure that the personal information we collect, use or disclose are accurate, complete and up to date. We will strictly enforce our privacy policy within the company and implement technological, organizational and physical security measures to protect your information from misuse, modification, unauthorized or accidental access or disclosure, alteration or destruction, as well as other natural and human dangers. We also put in effect safeguards such as:

- We keep and protect your information using a secured server behind a firewall, encryption and security controls;
- We keep your information only for as long as necessary for the fulfillment of the purposes for which the information was obtained or for the establishment, exercise or defense of legal claims, or for legitimate business purposes, or as provided by law;
- We restrict access to your information only to qualified and authorized personnel who handle your information with strict confidentiality.
- We undergo regular audit and rigorous testing of our infrastructure's security protocols to ensure your data is always protected;
- We promptly notify you and the National Privacy Commission, when sensitive personal information that may, under the circumstances, be used to enable identity fraud are reasonably believed to have been acquired by an unauthorized person;
- We let you update your information securely to keep our records accurate.

What is a Personal Information Controller?

A Personal Information Controller is someone who is responsible for your data and who must make sure that your data is processed according to the law.

CONSENT

The CONSENT and AUTHORIZATION heretofore given shall be understood as permitting WMSI to faithfully execute and perform the following acts or undertakings:

- To collect, record, organize, store, update or modify, retrieve, consult, use or consolidate all of my personal information in connection with the purpose/s stated above;
- To furnish, provide, afford, or make available said information to any of its foreign principal/s, local representatives, claims correspondents and accredited clinics/physician for proper evaluation and/or final approval of my application;
- To maintain, upload, store or retain copies of the same information digital or otherwise for purposes of preserving my 201 file and other service records in case of successful application or subsequent employment with the latter;

CONFORME

Signature

Name

Date