

PRIVACY DECLARATION

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NAVIS SHIPMANAGEMENT B.V.

PRIVACY DECLARATION

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PRIVACY DECLARATION

1 COMPANY INFORMATION

Navis Shipmanagement B.V.

Visit adres:
Nieuwe Vissershaven 7-2
8861 NX Harlingen

Postal adres:
Westmeep 33
8862 DP Harlingen

CoC number:
67373658

VAT Number:
8569.54.780B01

EORI Number:
NL856954780

IMO Number Company:
5955498

Bureau Veritas Number:
108755

Bank Account Number:
NL72INGB0007428342

PRIVACY DECLARATION**2 PURPOSE OF THE PRIVACY DECLARATION**

The purpose of this privacy declaration is to make clear which information of seafarers, employees and customers is gathered and kept by Navis Shipmanagement.

In shipping it is compulsory that information of seafarers is widely distributed to third parties all over the world. It is our purpose to make sure this information is distributed, kept and protected in a correct and safe manner with the permission of the persons concerned.

Further this declaration indicates the way persons or companies how they can inspect, correct, remove or take-over the information available at Navis Shipmanagement.

Last but not least we want to make clear how to withdraw the earlier provided permission to work with their information to persons or companies involved. In case complaints arise this document indicates where to address this complaint to in order to make it possible for Navis Shipmanagement to remedy the indicated problem or take any other appropriate action.

3 INFORMATION GATHERED BY NAVIS SHIPMANAGEMENT

Navis Shipmanagement is gathering three types of information.

1. Customer information
2. Supplier information
3. Personnel/seafarer information

Ad.1

Customer information is limited to name, address and other basic information.

Ad.2

Supplier information is limited to name, address and other basic information.

Ad.3

For the purpose of being able to perform the crew management for the vessels we manage, Navis hires personnel from crewing agencies.

We strive to agree upon having a data processing agreement in place between Navis Shipmanagement and the crewing agencies which safeguards the lawful internal usage of employee information by Navis.

The following employee/seafarers information is gathered, filed and distributed by Navis:

- Name and address
- Contact details
- Date of birth
- BSN number
- Employer contract
- Relevant work experience
- Training and course documents
- Passport
- Seaman's booklet

PRIVACY DECLARATION**4 INFORMATION PROVIDED BY NAVIS SHIPMANAGEMENT**

Navis Shipmanagement only provides seafarers information to port agents and traveling agencies of the crew which is employed on the vessels they perform crew management for. As well the captains of the managed vessels are obligated to share employee information to port agents in charge in the port of loading and discharge.

Navis Shipmanagement provides the following employee information to the managed vessels and relevant port agents and traveling agencies:

- Name and address
- Contact details
- Date of birth
- Social Security Number
- Employer contract
- Training and courses
- Passport
- Seamans booklet

The managed vessels share the following employee information with port agents:

- Name and address
- Date of birth
- Passport number
- Seamans booklet number

5 INFORMATION KEPT BY NAVIS SHIPMANAGEMENT

Information from customers and suppliers will be kept by Navis Shipmanagement as long as the customer or supplier exists and reasonably can fulfil this position.

Information gathered from seafarers, will be kept by Navis Shipmanagement as long as the seafarer is reasonably available to fulfil a position on board of one of the vessels managed by Navis Shipmanagement.

6 SECURITY OF KEPT INFORMATION

Navis will put all possible effort in making sure the information kept is stored in a safe manner. Besides the Navis Shipmanagement personell there are only two external companies which have access to our database information. It has been contractually confirmed by these companies that they guarantee the security of the information stored in this database.

In case doubts arise at customers, suppliers or employees about the security of their information (a so called data leak) this can be addressed to QHSE@navis.nu Navis will immediatly transfer this doubt into an event report which will be treated with the gratest care.

Simultaneously "data leaks" should be announced at "autoriteit persoonsgegevens".

PRIVACY DECLARATION**7 RIGHT TO INSPECT, CORRECT, REMOVE AND TAKE-OVER OF INFORMATION**

Customers and employee/seafarers have at all times the right to inspect, correct, remove or take over the information gathered by Navis Shipmanagement. In case this is relevant they can send their request to QHSE@navis.nu

8 RIGHT TO WITHDRAW THE GIVEN PERMISSION

For the information from customers and suppliers gathered by Navis Shipmanagement, no written permission is received to work with this information since the information is general information which is freely available on the internet or elsewhere.

9 RIGHT TO INTRODUCE CLAIMS

In case persons or companies involved like to send a claim related to this policy this can be send the the "autoriteit persoonsgegevens" reachable at <http://autoriteitpersoonsgegevens.nl>

ANNEXES

- Privacy declaration.