



# MEMECO RECRUITMENT PTE LTD.

## Privacy Statement

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We are committed to protecting your privacy. This privacy statement provides information about the personal information that we collect and the ways in which we use that personal information.

### **Personal Information collection**

We may collect and use the following kinds of personal information:

1. Contact information and next of kin details
2. Passport details
3. Education and training details
4. CV's, employment history
5. Remuneration history
6. All obligatory information required in compliance with the Maritime Labour Convention 2006

### **Using personal information**

We may use your personal information to:

1. Offer employment on board of client's seagoing vessels
2. Offer payroll services
3. Draft employment agreements
4. Properly administrate your employment with Memeco

Personal information may be obtained by us directly from you or via a third party, such as your agent in the country of residence. They will be obligated to use that personal information in accordance with the terms of this privacy statement and / or is supported by a cross-border agreement on personal data protection between parties. You agree to such cross-border transfers of personal information.

In addition to the disclosures reasonably necessary for the purposes identified above, we may disclose your personal information to the extent that it is required to do so by law, relating to any legal proceedings or prospective legal proceedings, and to establish, exercise or defend its legal rights.

### **Securing your data**

We will take all necessary and reasonable technical and organizational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide (on our secure servers)

### **Your choices**

In your choice to be employed with Memeco Recruitment PTE Ltd., you agree to us using and disclosing your personal information as set out in this statement and our Data Protection Policy. This consent remains valid unless you alter or revoke it by giving written notice to our DPO (Data Protection Officer). However, should you choose to withdraw your consent it is important for you to understand that this may mean we have to end your employment agreement with Memeco, or we cannot offer you employment with Memeco.

**Contact**

If you have any questions about this privacy policy or if you have a complaint or if you would like to have more information on how we manage your personal information, please review our Data Protection Policy or for more details please contact [ops@memecocrew.com](mailto:ops@memecocrew.com) attn. Data Protection Officer.