



DATA PRIVACY NOTICE

STATEMENT OF POLICY

Virtue Maritime Services Corp. (VMSC) recognizes and values your privacy rights, and we are committed to ensure that all personal information collected and processed are protected in accordance with Republic Act No. 10173 or the Data Privacy Act (DPA) of 2012 and its Implementing Rules and Regulations (IRR).

PERSONAL DATA COLLECTED

VMSC collects, stores, and processes personal data from its current, past and prospective employees – office staff and seafarers depending on the business they have with us. This may include the following:

- Personal information: full name, date and place of birth, age, height, weight, nationality, religion, civil status
- Contact information: addresses, telephone number, mobile number, email address and other contact details
- Family background: information of parents, siblings, spouse, children, beneficiaries
- Statutory information: SSS Number, Pag-IBIG Membership ID, PhilHealth Number, Tax Identification Number
- Bank Account Details
- Nationality Identity Documents and Visa
- Educational Attainment
- Endorsement Certificates
- STCW Safety and Upgrading Training Certificates
- Photographic and biometric data, such as, photos, CCTV videos, fingerprints, handwriting and signature specimens
- Health records, vaccination, psychological evaluation results, disciplinary records, and physical fitness information

USE/PURPOSE

Generally, VMSC utilizes personal information for the following purposes:

- Processing of employment
- Processing of salaries and allotments
- Documentation of employee's data
- Pre-Employment Medical Examination
- Travel Booking
- Visa and Flag State Application
- Monitoring and ensuring safety
- Notification in emergency cases
- Prevent, detect, investigate crime and manage the safety and security of our personnel and premises (including but not limited to carrying out CCTV surveillance)

PROTECTION MEASURES

The types and personal data under the custody of VMSC shall be disclosed only to authorized recipients of such data. Otherwise, your personal data will be shared to third parties provided with your consent, or when required or permitted by our policies and applicable law, such as with:

- Maritime Industry Authority (MARINA)
 - Philippine Overseas Employment Administration (POEA)
 - Department of Labor and Employment (DOLE)
 - Overseas Workers Welfare Administration (OWWA)
 - Port Agents
 - Vessel's Principal/Owner/Captain
 - Embassy
 - Travel Agent
 - Accredited Medical Clinic
 - Bank
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VMSC implements administrative, organizational, technological and physical security measures to safeguard your personal data from misuse, interference, loss, unauthorized access, modifications, unauthorized disclosure and destruction. We enforce confidentiality requirements and data privacy training of our employees, document storage security policies and limiting access.

Personal information may be stored in paper and/or electronic format and be retained for as long as necessary to fulfill the purpose of which it was collected and comply with regulatory requirements. For seafarer, personal information is protected by assigned Crewing Personnel. While, office staff's records are kept by Admin Department through 201 files.

When your personal data is no longer needed, we will destroy such information or permanently de-identify it. Paper files are securely shredded; and electronic information is deleted so that this is no longer recoverable nor reproducible.

PRIVACY RIGHTS

Under the Data Privacy Act, you have the right to be informed, object to processing, access and rectify, erase or withdraw your personal data, secure data portability, indemnified for damages, and file a complaint pursuant to the provisions of the DPA and the DPA IRR.

ACCESS AND CORRECTION

VMSC's decision to provide access, consider requests for correction or erasure, and address objection to process data as it appears in the company's official records are always subject to applicable internal policies, relevant laws and regulation.

DATA PRIVACY QUERIES, REQUESTS AND CONCERNS

For your data privacy concerns and requests, please visit our office at 2/F Suite 202 Gedisco Terrace 1148 Roxas Boulevard, Ermita, Manila; contact our Data Protection Officer at (02) 7004-3290, (02) 5310-3655 , virtuemaritime.info@gmail.com; or answer this form <https://docs.google.com/forms/d/1Q8EGwnghWD59gFw4i4izG1lmkkoOPCanzyJxI5b45Qw/edit>



Data Privacy Queries and Concerns Form

CONSENT

Submitting your personal data signifies that you have read and understood VMSC's Data Privacy Notice. You understand and accept that this will include accessing and processing of personal data and records submitted in the manner and for the purpose provided, which may be regarded as personal and/or sensitive personal data as provided under the Data Privacy Act of 2012. Consenting to this Privacy Notice, however, does not waive any of your rights under the Data Privacy Act of 2012.

***This Data Privacy Notice may be amended to ensure consistency and compliance with industry trends, legal and regulatory requirements. Updates will be disseminated to all interested parties.*