

INFORMATION NOTICE REGARDING THE PROCESSING OF APPLICANTS' PERSONAL DATA IN ACCORDANCE WITH THE UK GENERAL DATA PROTECTION REGULATION (UK GDPR) / DATA PROTECTION ACT 2018

Data Controller

Your personal data is processed by your employer who is a member of the PBS by Ponticelli Consortium i.e., Ponticelli UK. Limited, 19 Abercrombie Court Arnhall Business Park, Prospect Road, Westhill, Aberdeen, AB32 6FE, or Semco Maritime Ltd, Unit C, Hydropark Industrial Estate, Tern Place, Bridge of Don, Aberdeen, AB23 8JX who are members of the PBS Consortium. E-mail address: data_privacy@pbs-offshore.com These entities are referred to as "Consortium" or "Controller" below.

Personal Data Processed

Please note that all personal data will be processed in accordance with the Data Protection Act 2018. Therefore, the Consortium undertakes to process your personal data in accordance with the principles of fairness, lawfulness and transparency, in compliance with the purposes set out below.

The Consortium will process your personal data only for specified and necessary purposes. Only authorised and properly trained personnel will be allowed to access and process your personal data.

In particular, the Consortium will collect, record, and generally process your personal and identifying data provided in the CV during the selection and recruitment process. The Consortium may also collect, record and process special categories of more sensitive personal information including information about your physical and mental health (such as medical conditions). Personal data is collected from you, the data subject, during the recruitment process. It may also be acquired through third parties (e.g., registered professionals such as recruitment agencies).

Purposes and Lawful Basis for the Processing of Your Personal Data

The Consortium needs to use your personal information to process your application for a job or application for a work experience placement. In most cases we will use your personal data to perform our pre contractual/assignment measures taken at your request, to comply with our legal obligations or where we need to further the Consortium's legitimate business interests.

The situations in which we commonly use your personal data include:

- Carrying out our selection and recruitment procedures
- Determining employment/assignment terms
- Implementing health and safety and security measures
- Monitoring CCTV records and physical access to our offices and worksites via ID badges.

The Consortium's legitimate business interests include:

- Making decisions about employment or engagement
- Recruitment and succession planning
- Ensuring compliance with our policies
- Ensuring health and safety in the workplace
- Protection of Consortium and third party property
- Dealing with enquiries from authorities, regulators and public bodies and managing legal disputes involving you or other personnel.

The Consortium may process "special categories" of your personal data (e.g., relating to your health) in the following circumstances:

- Where we need to carry out our legal obligations or exercise rights in connection with employment.
- The processing of personal data is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment or for the establishment, exercise or defence of legal claims.

Situations where we may use your personal data relating to physical and mental health include where we aim to ensure health and safety at work and assess your fitness to work and to provide appropriate adjustments.

Retention period of data

The **Consortium** will keep your personal data for no longer than is reasonably necessary and will act in line with GDPR/Data Protection Act 2018. The data will then be destroyed or anonymised in line with technical erasure and backup procedures. What this means in practice will vary between different types of information, and when we consider our approach we take into account any ongoing need for the information, as well as our legal obligations for example in relation to tax, health and safety, employment rights and potential or actual disputes or investigations.

Way of processing and provision of data

The processing will be carried out in digital and/or traditional form, with methods and tools aimed at ensuring maximum security and confidentiality (where appropriate), by persons specifically appointed for this purpose. The **Consortium** does not conduct any automated decision making other than for rotas for offshore personnel.

Recipients and data transfer

The **Consortium** may communicate personal data to other recipients from time to time, as described in below:

- Personal data may be shared with **consortium** companies for the purposes set out above and to ensure the provision of effective and efficient services and communication.
- Third parties (such as, consultants, recruitment companies, companies providing IT services, service providers, business partners, clients, project partners and joint ventures, – this includes those third parties within the EU who carry out outsourcing activities on behalf of the Controller, in their capacity as data processors.
- Judicial authorities, as well as those recipients to whom disclosure is required by law. These subjects will process the data in their capacity as independent Data Controllers.

Data Subjects rights

- To be informed: you have the right to be provided with clear, transparent and easily understandable information about how we use your personal information.
- To have access to your personal data: you can request access to your personal information, subject to certain conditions.
- To rectification: you may challenge the accuracy or completeness of your personal data and have it corrected or completed, as applicable. You have a responsibility to help us keep your personal information accurate and up to date.
- To erasure: subject to certain conditions, you are entitled to have your personal data erased.
- To portability: you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances; and
- To object or restrict: subject to certain conditions, you have the right to object to or ask us to restrict the processing of your personal data including where we are using it for our legitimate business interests.

If we seek your consent to process specific personal information, you have the right to withdraw your consent at any time by notifying the **Consortium** of such withdrawal. The above rights can be exercised at any time, against the Controller, by sending a specific request in writing to the e-mail data_privacy@pbs-offshore.com

You also have the right to complain about any matter concerning your personal data to the Information Commissioner's Office. However, if you have any questions or concerns, we encourage you to raise them within the **Consortium** first, so that we can try to resolve them.

Information Commissioner's Office
Wycliffe house
Water Lane
Wilmslow
Cheshire SK9 5AF ,Tel 0303 123 1113, <https://ico.org.uk/>