

# PRIVACY POLICY FOR RECRUITMENT IN WESTERN BULK

This privacy policy provides you with information about Western Bulk's processing of personal data in connection with recruitment via the platform Webcruiter or other platforms or means, including what personal data Western Bulk collects, why we process your personal data and your rights connected to our processing of your personal data.

## 1 DATA CONTROLLER

Western Bulk Management AS (organisation no. 932 184 265 and/or the local Western Bulk entity to which you have applied for a job, is the data controller for the processing of your personal data. The data controller determines the purpose and means of the processing.

Western Bulk Management's contact information is:

**Address:** Henrik Ibsens gate 100, 0255 Oslo, NORWAY

**Telephone number:** +47 2313 3400

If you have questions related to Western Bulk's processing of your personal data or to this privacy policy, please contact Group HR.

## 2 WHAT PERSONAL DATA WE PROCESS, PURPOSE AND BASIS FOR THE PROCESSING

In connection with recruitment, Western Bulk will process the following categories of personal data about potential candidates:

- Contact information, including name, address, phone number, email etc.
- Information necessary to evaluate the candidate's suitability and to verify the candidate's information, including CV, application, references, certificates and diplomas etc.

The personal data is collected directly from the candidate, either through Webcruiter or otherwise. Western Bulk may also verify the information provided by the candidate against other sources, including public sources, references, etc.

The purpose of the processing is to evaluate the applications received for specific positions in Western Bulk, and to contact relevant candidates. The basis for the processing is Western Bulk's legitimate interest in verifying and evaluating the candidate's information and suitability for the advertised position. We will only assess your application against the specific position that you have applied for, unless you have submitted a general job application or created a profile in Webcruiter and consented to being contacted in connection with other suitable positions in Western Bulk.

## 3 DISCLOSURE OF PERSONAL DATA

Western Bulk uses data processors to collect, store or otherwise process personal data on our behalf, including in relation to the operation of the portal Webcruiter. The relationship to such suppliers are governed by a data processing agreement, which among other things ensures information security for your personal data.

## **4 RETENTION OF PERSONAL DATA**

Western Bulk retains your personal data for as long as it is necessary to achieve the purposes for which the personal data were collected:

- For candidates who was not offered a position, personal data will be retained for up to one year. The basis for this is Western Bulk's legitimate interest in case of a dispute about the employment, or if the chosen candidate for some reason is unable to take up the position. Upon recruitment, continued retention is based on Western Bulk having legitimate interests in retaining this information during the employment relationship, including to exercise rights and obligations as an employer. Information about processing of employees' personal data is set out in a separate policy.

## **5 PROTECTION OF PERSONAL DATA**

Western Bulk takes your privacy seriously, and has implemented appropriate technical and organisational measures to protect your personal data against security breaches, unauthorised access and disclosure of personal data. Your personal data are only available for those who have a legitimate need for the information in connection with a recruitment process, or as otherwise described in this privacy policy.

## **6 YOUR RIGHTS**

You have the right to request access to personal data Western Bulk process about you. You may also request that your personal data are corrected or deleted, to request restriction of processing, object to the processing and under some circumstances require data portability. If the processing is based on your consent, you may at any time withdraw your consent, without affecting the lawfulness of processing based on consent before its withdrawal. If you want to exercise your rights, you may contact Western Bulk via the contact information set out in section 1.

You are also entitled to lodge a complaint with the relevant supervisory authority if you believe that Western Bulk's processing of your personal data are contrary to relevant data protection regulations.

## **7 CHANGES TO THIS PRIVACY POLICY**

This privacy policy will be available on Western Bulk's webpage, under the tab Careers. If Western Bulk makes changes in the processing of personal data, this policy will be updated, and the change will be notified on the webpage or by use of your contact information.

\*\*\*

**Last updated:** 28 May 2018