

## PRIVACY POLICY

This policy is in relation to the website <http://www.ypicrew.com> (the "Site") and along with the Terms of Use (in the registration section of the Site) defines the basis on how your Personal Data is controlled.

YPI Crew respects your privacy and is committed to protecting your Personal Data. This privacy notice will inform you as to how YPI Crew looks after your Personal Data when you visit the Site, apply for a position YPI Crew is advertising for, or provide you with a service. It will also tell you about your privacy rights and how the law protects you.

### 1. Important information

#### 1.1. Purpose of this privacy notice

This privacy notice aims to give you information on how YPI Crew collects and processes your Personal Data through your use of the Site, when you register with YPI Crew online, apply for a position advertised by YPI Crew, or when YPI Crew provide you with recruitment services.

It is important that you read this privacy notice together with any other privacy notice YPI Crew may provide on specific occasions when YPI Crew is collecting or processing Personal Data about you so that you are fully aware of how and why YPI Crew is using your data.

This Privacy policy applies to the Personal Data of the Site users, clients of YPI Crew searching for a candidate or applicants searching for a job. This website is not intended for children and YPI Crew do not knowingly collect data relating to children.

#### 1.2. Data Controller

YPI Crew is a data controller and is responsible for deciding how we hold and use Personal Information about you.

YPI Crew has appointed a data protection officer (DPO) who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the DPO using the details set out at clause 11 below.

#### 1.3. Changes to the privacy policy and your duty to inform us of changes.

This version was last updated on 24th April 2021. It is important that the Personal Data YPI Crew holds about you is accurate and current. Please

#### YPI CREW

Résidence de la Mer, 6 avenue de la Libération, 06600 Antibes, France

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keep us informed if your Personal Data changes during your relationship with us.

#### 1.4. Third party links

The Site may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. YPI Crew does not control these third-party websites and is not responsible for their privacy statements. When you leave the Site, YPI Crew encourages you to read the privacy notice of every website you visit.

## 2. Personal Data collected

In this privacy policy, Personal Data, or Personal Information, shall mean any information about an individual from which that person can be identified. It does not include data where the identity of the individual has been removed (anonymous data).

### 2.1. Site Users

YPI Crew collects a limited amount of data for information about how you use the Site and services. Such data may include (IP) addresses, browser types and versions, time zone settings and locations, and other technology on the devices you use to access the Site.

### 2.2. Clients

If you apply to YPI Crew in order to find a suitable candidate, YPI Crew may collect information about individual contacts at your organisation (including but not limited to name, title, email address and telephone number, marketing and usage data) in order to establish a relationship with a view to finding suitable applicants.

### 2.3. Applicants

In connection with your application for work with us, YPI Crew will collect, store, and use the following categories of personal information about you:

- the information you have provided to us in your curriculum vitae and covering letter;
- the information you have provided on our application form;
- any information you provide to us during an interview;
- any other information included as part of the application process such as name, title, address, telephone number, personal email address,

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date of birth, gender, employment history, qualifications, marital status, nationality, immigration status, referee details, financial information and tax related information, details of current remuneration, pensions and benefit arrangements, copy of passport/ID/driving licence.

YPI Crew may also collect, store and use the following "special categories" of more sensitive personal information if this is required for a role you are interested in applying for such as information about your health, including any medical condition, health and sickness records.

Please note that the above list of categories is not exhaustive and YPI Crew may collect other additional categories of data if this is required for a role you are applying for.

#### 2.4. Failure to provide Personal Data

Where YPI Crew needs to collect Personal Data by law, or under the terms of an agreement it has with you and you fail to provide that data when requested, YPI Crew may not be able to perform the placement services for you. In this case, YPI Crew may have to cancel the service you seek from YPI Crew but it will notify you if this is the case at the time.

### 3. How is your Personal Data collected?

YPI Crew uses different methods to collect data from and about you including through:

#### 3.1. Site Users

When you visit the Site, some information is automatically collected, whether or not you use our services. This may include IP addresses, date, time, frequency of access to the Site, or browsing activities.

#### 3.2. Clients

YPI Crew will collect data received directly from you by filling in forms or by corresponding with us by post, phone, email or otherwise, request marketing to be sent to you or from third parties or publicly available sources such as professional websites and social media websites such as LinkedIn, Facebook or twitter.

#### 3.3. Applicants.

##### 3.3.1. Direct interactions

You may give us your Identity and Contact details by filling in forms or by corresponding with us by post, phone, email or otherwise:

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- sending a copy of your CV/details to a YPI Crew recruitment consultant or being interviewed by them;
- creating an account on the Site;
- leaving a copy of your CV at a recruitment event;
- requesting marketing to be sent to you.

### 3.3.2. Third parties or publicly available sources.

YPI Crew may receive Personal Data about you from various third parties and public sources:

- job sites and professional social media websites such as LinkedIn, Facebook or twitter;
- other recruitment agencies;
- information received from clients or referees.

## 4. How YPI Crew use information

### 4.1. About Applicants

#### 4.1.1. YPI Crew will use the personal information about you to:

- assess your skills, qualifications, and suitability for the positions YPI Crew are recruiting for on behalf of their clients and for the positions YPI CREW are advertising for.
- carry out background and reference checks, verifying details you have provided using third party resources (evaluation or skill tests) where applicable;
- sending your information to clients in order to apply for positions or to assess your eligibility for positions;
- communicate with you about the recruitment process;
- keep records related to our hiring processes;
- enable you to submit your CV, apply online for positions or subscribe to alerts about jobs YPI Crew may think are suitable for you;
- carrying out obligations arising from any contracts entered between YPI Crew and third parties in relation to your recruitment;
- comply with legal or regulatory requirements;

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- marketing activities and carrying out customer satisfaction surveys.

The above list is not exhaustive. YPI Crew's main area of business is recruitment and in view of placing you for the appropriate position, it may use your data in other ways to satisfy the recruitment purpose.

#### 4.1.2. Particularly sensitive information

YPI Crew will use your particularly sensitive personal information in the following ways:

- YPI Crew will use information about your health in order to satisfy requirements in relation to the Maritime Labour Convention 2006, article L5521-1 of the Code of Transport and related rules such as the regulation of 3 August 2017 (*"arrêté du .3 août 2017 relatif aux normes d'aptitude médicale à la navigation des gens de mer"*).
- YPI Crew may collect other sensitive data about you if this is appropriate in accordance with French law and is required for a position that you are interested in applying for.

YPI Crew will never collect particularly sensitive information without your consent and will require your explicit consent before such data is used. Your consent will be requested by offering an "opt in" i.e. that you confirm that you clearly tell YPI Crew that you consent to YPI Crew collecting and using such sensitive information.

#### 4.2. About Clients

YPI Crew will use the personal information about you to ensure that the contractual arrangements between us can be implemented correctly with a view of finding you suitable candidates for a job position you/your organisation are advertising for. This may include:

- identifying applicants that we believe to be suitable for you or for your organisation;
- sending information to applicants about in relation to available positions with you/your organisation;
- communicate with you about the recruitment process;
- keep records related to our hiring processes;
- carrying out obligations arising from any contracts entered between YPI Crew and third parties in relation to recruitment for you/your organisation;
- comply with legal or regulatory requirements;

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- marketing activities and carrying out customer satisfaction surveys.

The above list is not exhaustive. YPI Crew's main area of business is recruitment and in view of finding a suitable candidate for a position, it may use your data in other ways to satisfy the recruitment purpose.

#### 4.3. Site Users

We use your data to help us improve your experience of using the Site.

### 5. Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies YPI Crew use, please see [ypicrew.com/cookie-policy/](http://ypicrew.com/cookie-policy/)

### 6. Change of purpose

YPI Crew will only use your Personal Data for the purposes for which YPI Crew collected it, unless YPI Crew reasonably considers that it needs to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact YPI Crew.

If YPI Crew needs to use your Personal Data for an unrelated purpose, YPI Crew will notify you and YPI Crew will explain the legal basis which allows YPI Crew to do so.

Please note that YPI Crew may process your Personal Data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### 7. Disclosure of Personal Data

YPI Crew will only share your personal information with the following third parties:

- in the case of applicants, potential employers and other recruitment/placement agencies, job boards;
- in the case of applicants, individuals and corporate entities which hold information related to the application such as current or past employers, educators or examining bodies;
- third party outsourced IT and document storage providers where YPI Crew have a valid processing agreement in place or any service

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provider performing activities on our behalf (such as auditors and accountants, technical support functions, IT providers for development of the technology system);

- third parties to whom YPI Crew may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, YPI Crew may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your Personal Data in the same way as set out in this privacy notice.

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. YPI Crew does not allow our third-party service providers to use your Personal Data for their own purposes. YPI Crew only permits them to process your Personal Data for specified purposes and in accordance with our instructions.

## **8. International transfers**

Many of YPI Crew's external third parties mainly including potential employers are based outside the European Economic Area ("EEA") so their processing of your Personal Data will involve a transfer of data outside the EEA.

Whenever YPI Crew transfers your Personal Data out of the EEA in view of providing you with recruitment services, YPI Crew ensures a similar degree of protection is afforded to it by ensuring the means of transfer provide adequate safeguards in relation to your data.

## **9. Data security**

YPI Crew has put in place appropriate security measures to prevent your Personal Data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, YPI Crew limits access to your Personal Data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your Personal Data on your instructions and they are subject to a duty of confidentiality.

YPI Crew has put in place procedures to deal with any suspected Personal Data breach and will notify you and any applicable regulator of a breach where YPI Crew is legally required to do so.

YPI Crew has appointed OVH as a third-party processor of Personal Data. YPI Crew confirms that it has entered into a written agreement with OVH for the processing of Personal Data. YPI Crew shall remain fully liable for all acts or omissions of any third-party processor appointed by it for the processing of Personal Data.

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## 10. Data retention

We will keep your Personal Data for as long we need in order to fulfil the purpose we collected it for, which may be an ongoing purpose. As an example, if you are a candidate, we will retain your Personal Data for the duration of our business relationship with you and beyond as we often support candidates with job placements over many years and sometimes throughout their whole careers.

Some Personal Data are kept longer than others. As an example, when a candidate populates the database with an expiry date for certificates, the certificates will be automatically deleted and anonymised within a month of the expiry date. We carry out monthly and yearly automated data updates and the maximum period of time Personal Data without an expiry date are held is seven years from your last exchange with us. To determine the appropriate retention period for Personal Data, we consider factors such as legal, regulatory, accounting and reporting obligations. After that period, in the absence of contact, YPI CREW will securely destroy and anonymise your Personal Data in accordance with applicable laws and regulations.

## 11. Rights of access, correction, erasure, and restriction

### 11.1. By law you have the right to:

- request access to your Personal Information (commonly known as a "data subject access request"). This enables you to receive a copy of the Personal Information YPI Crew holds about you and to check that YPI Crew is lawfully processing it. Please note that any information received on you from referees (previous employers, education boards etc.) obtained may not be accessed;
- request correction of the Personal Information that YPI Crew holds about you. This enables you to have any incomplete or inaccurate information YPI Crew holds about you corrected though YPI Crew may need to check the accuracy of the new information you provide;
- request erasure of your Personal Information. This enables you to ask us to delete or remove Personal Information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your Personal Information where you have exercised your right to object to processing (see below);
- object to processing of your Personal Information where YPI Crew is relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object



where YPI Crew is processing your Personal Information for direct marketing purposes;

- request the restriction of processing of your Personal Information. This enables you to ask us to suspend the processing of Personal Information about you, for example if you want us to establish its accuracy or the reason for processing it;
- request the transfer of your Personal Information to another party.

If you want to review, verify, correct or request erasure of your Personal Information, object to the processing of your Personal Data, or request that YPI Crew transfers a copy of your Personal Information to another party, please contact Laurence LEWIS in writing.

#### 11.2 No fee for access to Personal Data

You will not have to pay a fee to access your Personal Data (or to exercise any of the other rights). However, YPI Crew may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, YPI Crew may refuse to comply with your request in these circumstances.

#### 11.3 What YPI Crew may need from you

YPI Crew may need to request specific information from you to help us confirm your identity and ensure your right to access your Personal Data (or to exercise any of your other rights). This is a security measure to ensure that Personal Data is not disclosed to any person who has no right to receive it. YPI Crew may also contact you to ask you for further information in relation to your request to speed up our response.

#### 11.4 Time limit to respond

YPI Crew tries to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, YPI Crew will notify you and keep you updated.

### 12. Right to withdraw consent

When you registered with YPI Crew, you provided consent to YPI Crew to process your Personal Information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact Laurence LEWIS. Once YPI Crew has received notification that you have withdrawn your consent, it will no longer process your application and, subject to our retention policy, YPI Crew will dispose of your Personal Data securely.



### 13. How to contact YPI Crew

Our full details are:

Laurence LEWIS  
YPI Crew  
6 avenue de la Liberation  
06 600 Antibes  
France

Email: [laurence@ypicrew.com](mailto:laurence@ypicrew.com)

Telephone: +33 (0)4 92 90 46 10

You have the right to make a complaint at any time to the *Commission Nationale de l'Informatique et des Libertés* ("CNIL") for data protection issues ([www.cnil.fr](http://www.cnil.fr)). YPI Crew would, however, appreciate the chance to deal with your concerns before you approach the CNIL so please contact us in the first instance.

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