

Prospective Employee Privacy Notice (“Privacy Notice”)

Definitions

Data Controller	Oceanskies (Holdings) Limited (registered in Guernsey with number 67143) Oceanskies Limited (registered in Guernsey with number 56102) Oceanskies Crew Limited (registered in Guernsey with number 56682) Sunlounger Limited (registered in Guernsey with number 70221) “Data Controller”, “We”, “Us”
Data Controller Registered Office Address	Castle Emplacement St Peter Port Guernsey GY1 1AU
Data Protection Officer	Ben Fallaize ben@oceanskies.com Tel: 01481 711994
DP Law	The Data Protection (Bailiwick of Guernsey) Law, 2017.
Personal Data	Any information relating to an identified or identifiable (living) individual.
Process / Processing	Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means. The processing of your personal data as a Prospective Employee will only be as far as is necessary for the Data Controller to complete the recruitment process as a result of an application made by yourself with the aim of entering into an employment contract with the Data Controller.
Special Category Data	Personal data revealing an individual’s racial or ethnic origin, political opinion, religious or philosophical belief, trade union membership, genetic data, biometric data, health data, data concerning an individual’s sex life or orientation and criminal data.

The Data Controller is registered with the Office of Data Protection and is responsible for processing personal data in accordance with DP Law.





This Prospective Employee Privacy Notice applies to candidates at all stages of the recruitment process. This Privacy Notice does not apply to employees for which there is a separate employee privacy notice.

Prospective Employees are advised to read this Prospective Employee Privacy Notice so that you are aware of how and why the Data Controller is using your personal data. This Privacy Notice applies to your Personal Data, including Special Category Data, both during and after your relationship with the Data Controller.

The Data Controller is committed to being transparent about its collecting and use of Personal Data and meeting its data protection obligations to protect the privacy and security of prospective employee information.

This Privacy Notice does not form part of any offer of employment and the Data Controller may amend this Privacy Notice from time to time. A current version of the Prospective Employee Privacy Notice can always be found on our website at <https://Oceanskies.com>

Should you have any questions regarding this Privacy Notice, please contact our Data Protection Officer.

Information Collected by the Data Controller

The Data Controller may acquire and process the below forms of data that you have shared with us.

- Full name
- Address
- Email address
- Telephone number
- Date of birth
- Passport details
- Right to work details / Immigration status
- Other contact information, as provided
- CV and cover letter
- Interview notes
- Previous work experience / other experience or qualifications
- Education history
- Reference information (it is your responsibility to obtain consent from referees before providing their personal information to the Data Controller).
- Past, current or desired remuneration details
- Information on how you heard about the vacancy
- Special category data

The Data Controller is required to take reasonable measures to ensure it is processing data that is up to date. It is the responsibility of the Prospective Employee to ensure it has provided up to date personal data to the data Controller and to provide updated information to the Data Controller should any of your personal data change.

The Data Controller has suitable controls in place to ensure the security of your data from unauthorised access or use or loss of data.

How the Data Controller uses the Information we collect

The Data Controller will use the Personal Data provided by you for the purpose of carrying out its recruitment process including:

- Checking your qualifications and experience against the job description for the role for which you have applied and against other open vacancies held by the Data Controller.
- Communicating with you regarding your application and the recruitment process.
- Verifying your identity through carrying out checks such as reference checks and police checks, should an offer of employment be made to you.
- Complying with applicable laws and regulations.

Automated Decision Making

Decisions for employment are not solely based on automated decision making.

Disclosure of Data to Third Parties

If an offer is made by the Data Controller to a prospective employee, the Data Controller may be required to share elements of the prospective employee's data with third parties such as to obtain a police check or a housing permit from the Population Management Department. Consent will be sought from the prospective employee before any data is shared with a third party for these purposes.

In the event of a merger, sale, liquidation, receivership or the transfer of all or part of our assets to a third party, we may need to transfer your information to a third party. Any transfer will be subject to the agreement of the third party to the terms and conditions of this Prospective Employee Privacy Notice.

The Data Controller uses cloud storage providers assessed and approved by the Data Controllers IT Department. Your data will not be transferred to jurisdictions outside of the jurisdictions used by the approved cloud storage providers.

Data Retention

Data will be retained by the Data Controller for the following retention periods:

- Your data will be retained for 90 days after closure of the vacancy on our Recruitment System.

- If you are successful in gaining the position that you applied for, your prospective employee data will become part of your employment record. This data will then be retained as per the data retention in the employee privacy policy.

Complaints

Any complaints regarding the processing of your data by the Data Controller can be lodged with the Data Protection Officer.

Your Rights

Under the DP Law, you have a number of rights. Should you wish to exercise any of these rights, please contact the Data Protection Officer.

The Data Controller reserves the right to update this Prospective Employee Privacy Notice at any time.