PRIVACY STATEMENT

To provide you with world-class crew management service, PTC is committed to protecting your personal information and PTC understands that such personal information is valuable and propriety, and any unauthorized use or disclosure of such personal information could cause irreparable harm. This Privacy Policy outlines the information collection practices utilized by PTC, and how that personal information you provided us is used, stored, shared, and protected.

Why and how we collect personal information

When you provide personal information to PTC via online channels, personally appearing in any of our offices for application, taking part in any of PTC'S research or surveys, or by any other method, PTC collects information enabling PTC to provide the data subject the opportunities for maritime career advancement.

In particular, PTC uses the information provided to:

1.) Assess capabilities and experience and match it with the requirements of PTC's principals;
2.) Determine necessary training and certificates needed for employment;
3.) Share the personal data/s to subsidiaries of PTC that may provide a more convenient and better maritime service categorized into the following:
    a. Marine Management
    b. Education and Professional Development
    c. Healthcare
    d. Offshore Management
    e. Property Development
    f. Microfinance
    g. Family Care Programs
    h. Travel
    i. Logistics

What type of information does **PTC collect?**

The information we collect includes, but is not limited to the following:

1.) Basic personal information (e.g., your name, date of birth, gender, address);
2.) Contact details (e.g., email address, mobile phone number, telephone number);
3.) Government Id's (e.g., SSS, Philhealth, Pag-ibig, TIN);
4.) Bank and allotment details;
5.) Latest service record;

6.) Latest land-based employment information;
7.) Competency and Proficiency information;
8.) Training information;
9.) Seaman's book information;
10.) Passport information;
11.) Visa Information;
12.) Next of Kin, beneficiary and allottee contact details

How we protect your information

The confidentiality and security of your information is important to us. All information captured by PTC is always stored securely and will not be provided to any unauthorized third parties. We also put in effect safeguards such as:

1.) Keeping your information using a secured server behind a firewall, encryption, and security controls;
2.) Restricting access to your information to qualified and authorized personnel;
3.) Using Secure Socket Layer (SSL) to establish an encryption link between a web server and a browser ensuring your information remain***s*** private and integral.
4.) Your information may continue to be stored, processed, and/or shared for five (5) years from the conclusion of your last transaction with *PTC* or until the expiration of the retention limits set by applicable law, whichever comes later.

How we dispose your information
PTCI practices secure data disposal in compliance with the Data Privacy Act. Upon the expiry of the data retention periods set out in this Policy, or when a data subject exercises their right to have their personal data erased, personal data shall be deleted, destroyed, or otherwise disposed of as follows:

1. ***Personal data, including Sensitive Personal Data and all associated backups stored electronically, shall be deleted using the standard deletion process.***
2. ***Personal data including Sensitive Personal Data stored in hardcopy form shall be shredded so that the information will no longer be readable or retrievable. Document destruction or paper shredding using machine shredders that cut paper into strips (crisscut) or fine pieces, collected and then disposed by authorized /partnered company.***

Access to your information

If you wish to have access to your personal information in our records; or you think that such information we have of you is incomplete, not up-to-date, or otherwise inaccurate, you may get in touch with our data privacy officer through the following:

Office address:
Data Protection Officer
4/F Quality Assurance Department / Data Privacy
First Maritime Place
7458 Bagtikan St., San Antonio Village
Makati City, 1203 Philippines
Trunkline No: +632 7 7981111/ +632 8 898 1111 local 2401

Email address:
data.privacy.officer@ptc.com.ph

Revisions to policy

This policy is reviewed regularly and may be revised from time to time, as we alter the way we use your information, new features are added to the site, or the legislation changes. Please check the policy periodically for updates and additions.