

Terms for submitting your Curriculum Vitae

Thank you for your interest in submitting your CV to the company “Alma Shipmanagement & Trading S.A.” (hereinafter referred to as the “Company”).

By submitting your CV to the Company, we are given the right to review your information and, if it meets the requirements for a job position, we may contact you to provide any other required information or to arrange an interview. By sending your CV to us you accept the following terms:

TERMS

1. When you submit your CV to the Company, we collect and process your data to assess your professional skills and competencies and to examine possibilities of cooperation. Processing of data is based on consent. You may withdraw your consent at any time by sending email to hr@alma-shipmanagement.gr with subject “WITHDRAWAL OF CONSENT”. In that case we will not be able to examine possibilities of cooperation.
2. The Company secures personal data from unauthorized access, use or disclosure and will not transmit your data to third parties and only authorized employees have access to your data.
3. When you submit your CV, we will retain your CV for a period of three (3) years for further processing. After the expiry of the retention period, the Company may ask you to renew your consent and process your data for another two (2) years. We will delete your data upon expiration of the retention period or upon withdrawal of consent.
4. Data collected are kept in digital format and with safety at the Company’s premises.
5. You declare that you provide accurate and true information and do not provide information related to a third party, unless explicitly authorized by the third party.
6. You have the right to request:
 - Access to your personal data
 - Rectification of your personal data, if they are inaccurate or incomplete.
 - Deletion of your personal data, to the extent permitted by law
 - Restriction of processing of your personal data, to the extent permitted by law.
 - Portability of your data
 - To object with the processing, which may be expressed as withdrawal of consent. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

If you have any request or question regarding these terms, you may email us or send us a written request, using our contact details set out below.

ALMA SHIPMANAGEMENT & TRADING S.A.

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