



Privacy and Cookies Policy

General

This privacy statement describes how OOS and its family of companies and subsidiaries (collectively “OOS”, “We”, “Our”, or “Us” in this document) are committed to protecting the security and privacy of all personal information or data collected from you. Information you provide us through our websites will only be used in accordance with this privacy policy. This privacy policy explains what to expect when we collect your personal information.

What is personal data?

The General Data Protection Regulation (GDPR) is a privacy and security law of the European Union that came into effect a few years ago.

The term “personal data” defined by GDPR is any information related to an identified or identifiable natural person. The information can include all data assigned to a person in any way, such as a name, address, identification number, telephone number, email addresses, location, web cookies or date of birth.

Information we collect from you

While using our website, we may ask you to provide us with certain personally identifiable information. Personally identifiable information may include any personal/company information sent through contact forms and job application forms such as name, email address, contact details, address or marketing and communications data when you subscribe to our newsletter. This information allows OOS to identify, qualify and better respond to requests.

When you provide information through the OOS websites – such as via online contact forms – OOS:

- Collects only the necessary information about you, and we do not distribute any information externally without your knowledge or prior consent.
- May pass on applications for employment to other OOS entities and partner staffing agencies for seafarers globally (based on the applicant’s location). Solely authorized OOS personnel or official OOS partner, i.e., staffing agencies for seafarers seeking jobs, use any information collected. The data you provide is stored in our company database to enable processing requests such as employment opportunities. Successful applicants will be contacted for further information by an official OOS representative before being considered for a role and entered into our database.
- Stores information securely and does not allow access to external parties unless required by law (for example, if the information is subject to a warrant, summons or subpoena).

We may also collect personal data by using cookies. For more information about cookies, please see our Cookie Policy.

Website traffic trends

We will automatically collect Usage Data and Technical Data when you interact with our website. The information collected does not identify individuals but provides device and IP statistics. We analyze the website traffic trends, which may involve the use of cookies to understand website behavior and



help us improve the overall website experience as well as helping us improve maritime services provided.

How we use your information

Personal data received by OOS from employees or representatives from business relations (such as customers, suppliers, sellers, and other companies or agencies) is used for the following purposes:

- To enable you to use our services and for us to make use of your services;
- To enter into and maintain a trading relationship with you;
- To agree on assignments, and to be able to (have) these executed;
- To inform you about our services and other activities (for example, via e-mail, SMS) and to be able to provide you with offers;
- To comply with applicable law and legislation;
- To be able to grant you access to, and use of, our closed web environments, portals and intranet environments;
- To inform you via our website, newsletter or magazine, about the products and services of partners carefully selected by us.

How do we store your data?

OOS takes reasonable steps to hold personal information using appropriate physical and electronic security technology, settings and applications and training staff who deal with personal information on our policies and procedures. These measures protect personal information from unauthorized access, modification or disclosure; and misuse, interference and loss. Notwithstanding this, you should be mindful that the internet is generally not a secure environment.

How we share your information

As an international company, the personal data you provide us may be shared within our group of companies and subsidiaries for internal reasons, for business and operational purposes.

Compulsory Disclosure

OOS may be required to disclose a certain amount of information under local governing law, such as under court orders or legal notices to produce documents/information.

Marketing

We may send you information about our services and those of our partners, which may be of interest to you. We will send you this information by newsletters, promotional materials or marketing. You may always opt out if you no longer wish to be contacted for marketing purposes.

Your GDPR data protection rights

The GDPR provides the following rights for individuals:

Right to access – You have the right to request access to your personal information;

Right to rectification – You have the right to request that we correct any inaccurate or incomplete information we hold about you. You can access your portal to view and amend the data at any time;

Right to erasure (“to be forgotten”) – Under certain circumstances, you have the right to request that we erase your personal information. There is a distinction between being forgotten permanently



and being forgotten temporarily. If you choose to be forgotten permanently, we will not contact you for any reason. We will only use your personal data if we have a legal reason for doing so (i.e., for tax purposes). If you choose to be forgotten temporarily, we may contact you two years after deactivating your account. You then have the opportunity to re-activate your account.

Right to restrict processing – You have the right to request that we restrict the processing of your data, under certain circumstances;

Right to object to processing – You have the right to object to us processing your personal information, under certain circumstances;

Right to withdraw your consent – You have the right to withdraw your consent on using your data, for example, if you wish to delete your account with us.

Right to data portability – You have the right to request an overview of your personal information in a transferable and machine-readable format.

Changes to this privacy policy

OOS regularly reviews its privacy policy and may update it from time to time. Changes to our privacy policy are effective as soon as published on our websites. To stay up to date, please check our privacy document periodically.

Contact us

If you have any questions, comments, complaints, require further information about how we process your data or other enquiries related to this privacy policy, please email hseq@oosinternational.com.

If you detect or suspect a personal data breach has occurred, please contact us immediately.

Cookies

This cookies policy applies to OOS and its family of companies and subsidiaries (collectively “OOS”, “We”, “Our”, or “Us” in this document). This cookies policy explains what cookies are and how we use them on our websites. By using our websites, you consent to our cookies in accordance with this Cookie Policy and our Privacy Policy.

If you have any questions about our Cookies Policy, feel free to email us.

What are cookies?

Cookies are small text files that ask permission to be stored on your browser or the hard drive of your computer, mobile phone or other devices by our website. These cookies provide information about you, enabling us to personalize your experience on our website. Cookies help our website work more efficiently, by enabling us to monitor which web pages you find useful and which you do not. We analyze data collected about web page traffic to improve our website in order to tailor it to your needs. Cookies also help our website "remember" your actions or your preferences, enabling our website to customize your user experience.

Most web browsers automatically accept cookies, but you can choose to accept or decline cookies. See our **Controlling Cookies on your Device** section below for more details.



We may use two types of cookies on our websites:

- Session Cookies. These are temporary cookies that are stored on your device until you exit our website; or
- Persistent Cookies. These cookies remain on your device for a predetermined length of time or until you manually delete them. Persistent cookies are used for repeated visits and help our websites (and third-party applications) recognize your visits and site preferences, giving a more personalized experience.

When do we use cookies?

Cookies are used on OOS websites when any browser loads the site on internet-enabled devices such as computers, smartphones and tablets. Cookies might also be placed in a web browser when visiting our company websites via third-party application plugins or third-party modules, typically utilized during social media interactions. The websites use cookies to compile anonymous, aggregated statistics that allow them to monitor and understand our users worldwide, helping to improve the overall structure and content of the site. These statistics cannot identify a user personally, only general/standard website traffic trends via an IP.

We use cookies to improve your experience on our website by remembering your site preferences, keeping you signed in and giving you relevant content. We also use information collected by cookies to help improve our site.

Controlling cookies on your device

There are several ways to manage cookies. You can refuse consent, disable cookies through your browser settings or use a cookie management tool. Please refer to your specific browser instructions or the help screen to learn more about adjusting or modifying your cookies browser settings. If you use different devices (e.g., computer, smartphone, tablet) to view and access our websites, you will need to adjust your cookie preferences for each browser on each device. Please note that disabling cookies may impact your website user experience while on our website.

For further information on deleting, disabling or blocking cookies, please visit AboutCookies.org.

Below are links to some of the more common browsers:

- Internet Explorer 9
- Firefox
- Google Chrome
- Safari for OSX/Mac OS
- Safari for iOS

Reference

This document is part of the OOS management system reference AP-113 and PO-016