



# CIBS

Trustworthy Partner for the Shipping Community

## PRIVACY NOTICE STATEMENT:

CIBS is in compliance with the Personal Information Protection and Electronic Documents Act (PIPEDA). Personal Information are information which can be used to distinguish or trace an individual's identity, such as their name, social security number, among others, alone or when combined with other personal or identifying information that is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. Additional details about Personal Information Protection and Electronic Documents Act (PIPEDA) are available in the government website.

<https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/>

This notice dated October 2018 explains how CIBS may collect, use and share your information. Please read carefully and contact our Privacy Officer, if you have any questions or would like to file a complaint or withdraw your consent. Contact information is as follows:

### **Canadian International Bureau of Shipping (CIBS)**

5330 Canotek Road, Unit #2  
Ottawa, Ontario  
K1J 9C1, Canada

### **Telephone**

1 613 695-CIBS  
1 613 695-2427  
1 613 790-7260 (24hrs)

### **Email**

[admin@cibsmarine.org](mailto:admin@cibsmarine.org)

If you believe your Personally Information has been or may have been compromised in any way and you would like to file a complaint with Transport Canada, please contact them as follows:

### **Access to Information and Privacy (ATIP) Office**

#### **Transport Canada**

Place de Ville, Tower C, XMSP  
330 Sparks Street  
Ottawa, Ontario K1A 0N5

Fax: 613-991-6594

E-mail: [ATIP/AIPRP@tc.gc.ca](mailto:ATIP/AIPRP@tc.gc.ca)

### **WHY DID YOU RECEIVE THIS NOTICE?**

We are legally required to give you this notice by applicable law. We respect your personal information and want you to fully understand how we may use and share your information.

### **WHAT INFORMATION WILL WE ASK YOU AND HOW DO WE USE IT?**

We must collect certain information about you in order to help you complete your application for CIBS – Seafarer employment services. We will be collecting personal information, certificates, documents and sea service records to identify your eligibility for vessel employment.

## **INFORMATION THAT YOU WILL VOLUNTARILY PROVIDE ON THE APPLICATION FORM.**

We do not collect Personal Information unless you voluntarily submit it. This information is used to complete transactions and provide the information and services that is required towards the recruitment process. In addition, Personal Information may be used to contact you (by telephone, regular mail, email, facsimile or other means) to answer your questions or respond to your comments, to send you information about employment.

## **HOW WE WILL USE YOUR INFORMATION?**

We will use only the information that we need to help us identify if you are qualified for employment.

## **WILL WE SHARE YOUR INFORMATION WITH ANYONE?**

We may only share your information with clients, ship owners, ship managers and other ship/vessel employment providers. We will only share information with your voluntary consent.

We may share information with another client or multiple clients, ship owners or ship managers to ensure more chances of your employment. By confirming your understanding and acceptance to our recruitment process, you give your voluntary consent for us to share your information to multiple clients for the purpose of finding employment. We will likewise notify you of changes of use for sharing your information.

## **WHAT HAPPENS IF YOU DO NOT SHARE YOUR INFORMATION WITH US?**

If you do not want to share your information, we would not be able to assist you in finding a suitable vessel/ship employment through our agency.

## **WILL WE KEEP YOUR INFORMATION SAFE?**

Yes. We are sincerely committed to protecting your personal privacy. While information is important for our ability to provide superior employment service, our most important asset is our customer's trust. Keeping information secure and using it in a responsible manner is our top priority.

## **HOW WE WILL INFORM YOU ABOUT CHANGES TO THIS PRIVACY NOTICE?**

Our Web site will continue to evolve to bring you new information and services and to implement technological advances. As a result, we may change this Privacy Policy from time to time without prior notice. Revised versions of this Privacy Policy will be posted on our Web site, together with an updated effective date. You should check this Web site periodically to see if any recent changes to this Privacy Policy have occurred. By continuing to use this Web site after we post any such changes, you accept the Privacy Policy as modified.

## **WILL I BE ABLE TO WITHDRAW MY CONSENT?**

You may withdraw your consent by contacting CIBS via email or phone. Your name will be delisted from the list of candidates who may be qualified for possible employment. Your file will be shredded and destroyed. Without your consent we will not be able to share your information to any client, ship owners or ship managers.

## **HOW LONG WILL WE KEEP YOUR INFORMATION?**

CIBS will retain your file for an undetermined period upon your application. It is your responsibility to request CIBS office to remove/delete and to notify CIBS not to share any of your information.