

General Terms and Conditions of Personal Data Protection

General provisions

1. These General Terms and Conditions of Personal Data Protection relate to the personal data which can be found and which are by means of using web page: www.cp-lv.com, processed i.e. collected, stored and being processed by the personal data collection manager, the company Crystal Pool (Latvia) Ltd., with registered seat in the Republic of Latvia, Riga, 4 Meza street, from you as the examinee.
2. Crystal Pool (Latvia) Ltd. as the provider of services of www.cp-lv.com web page is dedicated to the protection of your privacy and your personal data. Please, read these General Terms and Conditions of Personal Data Protection carefully so you could better understand which data we collect from you and in what manner we use such data.
3. Should you have any questions regarding personal data protection, please contact us by e-mail message on the address: info@cp-lv.com.
4. Read these General Terms and Conditions of Personal Data Protection carefully. By giving your personal data via www.cp-lv.com web page and by indicating your consent to these General Terms and Conditions of Personal Data Protection via www.cp-lv.com web page, you confirm you have read, understood and that you accept these General Terms and Conditions of Personal Data Protection and that you agree to and accept the collection, processing and use of your personal data in accordance with these General Terms and Conditions.
5. In case you do not agree with these General Terms and Conditions, please leave and do not access or use www.cp-lv.com web page.
6. To all matters not specifically regulated by this General Terms and Conditions of Personal Data Protection, the General Terms and Conditions of using www.cp-lv.com web page which can be found here apply.

Changes to General Terms and Conditions of Personal Data Protection

7. Company Crystal Pool (Latvia) Ltd. may make amendments or addendums to these General Terms and Conditions of Personal Data Protection at any time by publishing the amended text on www.cp-lv.com web page. Amendments and addendums of General Terms and Conditions of Personal Data Protection enter into force immediately after their publication on www.cp-lv.com web page.
8. As an examinee you are liable and obliged to examine and read the General Terms and Conditions of Personal Data Protection in force, which are available on www.cp-lv.com web page, before every submission of your personal data.

Personal data being processed and use of personal data

9. By accepting these General Terms and Conditions you confirm you are familiar with the obligation of the company Crystal Pool (Latvia) Ltd. as an intermediary in the employment to collect personal data and keep records on seafarers that approach it for purposes of procurement of the employment.
10. Company Crystal Pool (Latvia) Ltd. collects the following personal data of the examinees on www.cp-lv.com web page: name and surname, country, e-mail address, telephone number, data on your education and working experience, data on employment you apply for or are interested in, and other data which relate to your CV.
11. When you engage in certain activities on www.cp-lv.com web page, such as applying for available job, delivering CV, making job enquiry via online form or downloaded Word document, sending us feedback, requiring information on our services, we may require certain additional personal data from you. In that case, before submitting such personal data, you are obliged to examine these General Terms and Conditions of Personal Data Protection carefully and accept and agree to their application in relation to such data.
12. Collected personal data are used exclusively for purposes stated in items 11 and 14 of these General Terms and Conditions.
13. Depending on types of activity, some data we require from you are designated as compulsory and some as voluntary. In case you do not provide the compulsory data for certain activity requesting it, you will not be allowed to engage in such activity.
14. Company Crystal Pool (Latvia) Ltd. collects and uses personal data in order to enable you the use of its services and activities via www.cp-lv.com web page, to advance the operation of www.cp-lv.com web page, to create a database of its users, for marketing

purposes, in order to contact you and to deliver marketing messages, to improve our advertisement and promotional efforts, to analyse the use of www.cp-lv.com web page. Furthermore, we may use your personal data for solving problems, performing administrative tasks, to establish a contact with you.

15. By giving your personal data and accepting these General Terms and Conditions of Personal Data Protection, you agree and accept that Crystal Pool (Latvia) Ltd. and persons stated hereafter inform you of promotional activities, products and services they offer.

Submission of personal data

16. By giving your personal data pursuant to these General Terms and Conditions of Personal Data Protection you agree and accept that we provide such personal data for use to third parties, especially competent authorities pursuant to special legislation regulating the business activity of Crystal Pool (Latvia) Ltd. Moreover, you accept that we provide such personal data for use to third parties including, but not limited to our external partners and/or associates and associated persons of Crystal Pool (Latvia) Ltd., its members and their associated persons for purposes of marketing, marketing and advertising activities and delivery of marketing messages.
17. Personal data you submitted in your job application is also delivered to potential employers. By giving personal data required, you expressly accept that such data is processed and delivered to such third parties in accordance with legislation regulating personal data protection.
18. Any other disclosure of personal data to third parties may be done exclusively in accordance with legislation regulating personal data protection.

Additions and corrections of personal data

19. Company Crystal Pool (Latvia) Ltd., believes that every examinee should have the possibility to ensure his/her personal data is accurate, complete and up-to-date. In case you consider your personal data to be inaccurate, incomplete or not up-to-date, we ask you to contact us by sending us an e-mail message to info@cp-lv.com and require the adequate addition, change or deletion of personal data.
20. We recommend you to update your personal data when they change.

Data protection

21. All employees and business partners of Crystal Pool (Latvia) Ltd. are liable for respecting the privacy protection principle.
22. Unfortunately, no Internet data transmission, or any wireless network transmission can be 100% secured and the company Crystal Pool (Latvia) Ltd. cannot guarantee the protection of any information transmitted to or from www.cp-lv.com web page, and is not liable for actions of any third party to which such data becomes available to.

Confidentiality of data of third parties

23. These General Terms and Conditions of Personal Data Protection relate only to the use of data which Crystal Pool (Latvia) Ltd. collects from the examinees. Other web pages which may be accessed via www.cp-lv.com web page have their own statements on confidentiality and data collection and the manners of their use and publishing on them. In case you are redirected to any of such web pages, we recommend you to read the data privacy statement of such pages. Crystal Pool (Latvia) Ltd. is not liable for manners and conditions of operation of third parties.

Other data

24. We use the analysis software for our web page analysis by which we analyse the use of web page and thus gain valuable knowledge on the needs of our users with the intention of improving the quality of our services. In relation to this, so called cookies are also being used. Cookies are textual files which are stored on the computer of the web page visitor. They allow the recognition of user upon revisiting the web page. This allows us to conduct above mentioned usage analysis. Cookies can usually be rejected or deleted by adequate browser preferences but this could lead to inability to use completely some of our web page functions. The mentioned software in addition to this also collects and stores some technical data, including IP address of the user. We emphasize that in no case there is identification of persons behind such data or the collection of personal data. Such data is also not being connected with personal data the user has possibly disclosed. By using this web page you give your approval for the above mentioned manner of conducting analysis of using this web page.

Other provisions

25. These General Terms and Conditions are written in English language version.