

Privacy Policy

GemiciSea İnsan Kaynakları Ltd.Şti. / GemiciSea Human Resources / GemiciSea HR

PRIVACY POLICY - Published Auđ 19, 2016

GemiciSea İnsan Kaynakları Ltd.Şti.. a staffing agency registered in Muratpaşa/Antalya/TÜRKİYE hereinafter referred to as "GemiciSea HR" specializes in the recruitment of personnel in the fields of Culinary, Hospitality and Medical. GemiciSea HR acts as a link between the cruise lines and hotels we have established recruitment partnerships with and qualified applicants in search of employment.

The application process is FREE of charge for all applicants

There are NO FEES involved at any points of the process

GemiciSea HR does not make any final hiring decisions

All hiring/recruitment decisions are made by the cruise lines and hotels we work with

The sole objective of GemiciSea HR is to introduce applicants to the cruise lines and hotels with the aim to secure employment for applicants who have contacted GemiciSea HR. In order to do so, GemiciSea HR is required to provide the cruise lines and hotels we work with the information and data they require to evaluate each candidate's professional profile against company-specific recruitment criteria and requirements.

Privacy policy ; Our privacy policy aims to detail the data we collect and how the data collected is used in the recruitment process. It also details the option candidates have to access their data and if necessary update the information provided to GemiciSea HR.

During each step of the recruitment process, GemiciSea HR takes all necessary steps to ensure that all your personal data is well protected and secured. We are committed to providing you a recruitment process that is safe, secure and trustworthy. As such we only collect the personal data we need in order to allow you to be successful at securing a position with one of the cruise lines and hotels with whom we have established recruitment partnerships. All the companies we work with are listed on www.gemicisea.com under "About Us" and are referred to below as "the Companies".

Should you have any questions or concerns about our practices or any of the policies listed below, you are invited to contact our offices by writing to info@gemicisea.com. All mail received in this mailbox will be treated as promptly as possible.

What personal data is collected? ; GemiciSea HR only collects the personal data necessary to provide the companies we work with a clear professional profile of each candidate. The companies we work with all have strict and different recruitment guidelines and each of the companies may require company-specific personal data from each candidate in order to make a hiring decision.

During the initial phase of the recruitment process which consists essentially of introducing qualified candidates to the companies we work with, we may require personal data such as:

Name

Address

Contact details

Email addresses

Curriculum Vitae

Date of Birth (some cruise lines require that Food & Beverage candidates be a minimum of 21-years of age in order to be allowed to serve alcoholic beverages)

Other data that could be required by one of the Companies we work with

At the request of the companies we work with and only once a job offer has been secured, we may be required by some of the companies we work with to collect additional personal data. This additional

data is used to check references prior to confirming employment offer or prepare new hires to join the companies for whom they have been selected.

In this second and last phase of the recruitment process, when an employment offer has been extended to a candidate by one of the companies we work with, we may require personal data such as:

Letters of references

Medical certificates

Copies of diplomas and certificates

Copies of ID documents

Copies of criminal records

Birth certificates

What do we do with the data collected? ; We want to ensure that we only collect from candidates the personal data required by the companies we work with and the fact that this data is only used for the sole objective of securing employment for the candidates. In order for the companies we work with to evaluate the professional profiles of the candidates we forward to them for review, we are required to forward the companies we work with some of the personal data we collect from candidates. Therefore, it is expected that some of the data we receive from candidates will be forwarded to the companies we work with in order for these companies to be able to evaluate the professional profiles of each candidate and make hiring decisions. We only work with established and reputable companies and trust that these companies have all implemented strict privacy policies and we confirm that the personal data sent to these companies will only be used for recruitment purposes and will not be used for commercial purposes.

How long do we keep your data? ; Your personal data such as your CV and other documents sent along with your CV will be kept for a duration of 1 year from the day it is received by Gemicisea HR. After that time period, your personal data will be deleted from our server. All data sent to Gemicisea HR , we periodically store all our data on a second computer and in our info@gemicisea.com domain.

The personal data requested by the companies we work with once an employment offer has been secured will be kept for a duration of 1 month from the day it is received. After that time period, your personal data will be deleted from our server.

Can you make changes to the data you sent us? ; At any time during the recruitment process, all candidates are able to contact Gemicisea HR to access their personal data to make changes to the data sent or to request that some or all of the personal data sent be deleted from our system. This can be done by writing to info@gemicisea.com.

How to contact us? ;If you have any questions, concerns or complaints about our privacy policy, you can contact us by writing to info@gemicisea.com. We will respond to any and all queries within 30 days. Furthermore, the Data Protection Officer for Gemicisea HR is Mr. Süleyman ÇİRİŞCİ, founder of GemiciseaHR.

Gemicisea HR and the TÜRKİYE Data Protection Policies

In regard to its personal data policy, Gemicisea HR is subjected to the laws of the Turkish Trade Commission and when requested by legal authorities of the TÜRKİYE may be obligated to provide access to any personal data received if requested for legal or security reasons.

Furthermore, Gemicisea HR is fully committed to achieving full compliance with the General Data Protection Regulations (GDPR) and will conform with all principles associated with all data protection policies from any and all European countries and UNITED STATES OF AMERICA.

We thank you very much, for your Time & Trust.