



**Associated Marine Officers' and
Seamen's Union of the Philippines
AMOSUP-PTGWO-ITF**

**(AN AFFILIATE OF THE INTERNATIONAL TRANSPORT
WORKERS' FEDERATION, LONDON)**

AMOSUP SEAMEN'S CENTER

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AMOSUP SAILOR'S HOME RESERVATION WEBSITE DATA PRIVACY NOTICE

I. PRIVACY STATEMENT

Associated Marine Officers' and Seamen's Union of the Philippines (AMOSUP) is a non-profit organization that aims to provide world class services to its seafaring members.

As one of its services, the Sailor's Home Program was established for the board and lodging needs of transient members domiciled in the provinces away from Metro Manila.

AMOSUP is committed to protect your personal data in compliance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 (DPA).

For purpose of Sailor's Home reservation, it is necessary to collect information that may be classified as Personal or Sensitive Personal Information. This Notice describes:

- What data we collect, how we collect it, and why;
- How we use that data and with whom we share it;
- How you can access and update that information; and
- How we protect the information we store about you.

II. DEFINITION OF TERMS

- Data Subject** refers to an individual whose personal, sensitive personal, or privileged information is processed.
- Personal Data** refers either to Personal Information or Sensitive Personal Information as defined in the Data Privacy Act and its Implementing Rules and Regulations.
- Personal Information** refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.
- Sensitive Personal Information** refers to personal information:
 - i. About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;

- ii. About an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;
- iii. Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
- iv. Specifically established by an executive order or an act of Congress to be kept classified.

III. WHAT DATA WE MAY COLLECT, WHY WE COLLECT IT, AND HOW WE COLLECT IT

A. DATA TO BE COLLECTED	B. PURPOSES
• AMOSUP I.D. No.:	Unique identification of member
• Rank	For the designation of rooms
• Last Name, First Name, Middle Name	For valid identification
• Contact Number • Email Address	For communication and to contact the occupants in case the member left some of his personal belongings.
• Gender	For the designation of rooms.
• Date of Birth	For verification of age and further verification of valid identification
• Date of Check in and Checkout • Length of Stay	To determine the period of stay for accommodation.
• Reason for Stay	To determine the percentage of those on training, review, embarkation and disembarkation, and other reason, for the purpose of research and prioritization of occupants.
• Name of Vessel • Position • Disembarkation • Manning Agency	To ensure accurate verification of a member's service history.
• Attachments such as: Any of the following: - AMOSUP ID/ /Seaman's Book/Last Contract of Employment	For verification of facts provided by the member.

C. HOW WE COLLECT IT;

The information above shall be collected through the Reservation System, which is accomplished by the Member who wishes to avail of the Sailor's Home.

IV. DISCLOSURE, DATA PROTECTION AND SECURITY MEASURES, STORAGE AND RETENTION;

A. DISCLOSURE - WHOM WE SHARE IT;

Only authorized AMOSUP personnel shall be granted access to process the data you have provided.

However, your personal data may also be disclosed to the following branches/institutions for the purpose/s written herein.

1. Within AMOSUP Departments – for coordination of AMOSUP benefits
2. AMOSUP Seamen’s Hospital Branches – for medical concerns
3. Law enforcement and government agencies performing their governmental and investigatory functions.

B. HOW WE PROTECT THE DATA WE COLLECTED

We make sure that the personal data collected stays private, secure, and accessible by implementing a combination of organizational, physical, and digital measures that follow widely accepted data protection and security standards. Among the measures we implements are the following:

- Establishing access control policies for both digital and physical systems to prevent unauthorized access to personal information;
- Incorporating security measures to shield against natural disasters, power disruptions, external intrusions, and similar risks;
- Implementing Confidentiality and Non-Disclosure Agreements for our employees and third-party provider’s employees and Data Sharing/Processing Agreements for our third-party service providers;
- Employing technical measures to protect our computers and databases against accidental, unlawful, or unauthorized use, interference, or access.

C. STORAGE AND RETENTION

Your Personal Data is stored in secure database and systems accessible only by authorized AMOSUP employees.

1. Upon collection of your Personal Data, our AMOSUP employees will scan it and store it in a secure database;
2. All electronic copies of your Personal Data shall be stored in a secure database for a period of 100 years from the date of AMOSUP membership.

V. RIGHTS AS DATA SUBJECT

As Data Subject you have the following rights:

- a. Right to be informed. As a data subject you have the right to be informed how your personal details are being processed by AMOSUP.

- b. Right to Object. As data subject you have the right to object to the processing of your personal data.
- c. Right to Access. As data subject you have the right to access and view the information you have provided.
- d. Right to Rectification. As data subject you have the right to correct any inaccuracy regarding your personal data and have the same corrected.
- e. Right to Erasure or Blocking. As data subject you have the right to withdraw your consent and have the same destroyed and erased from our filing system.
- f. Right to Data Portability. As a data subject, you have the right to obtain from the PIC a copy of your personal data and/or have the same transmitted from one PIC to another, in an electronic or structured format that is commonly used.
- g. Right to Data Portability. As a data subject, you have the right to obtain from the PIC a copy of your personal data and/or have the same transmitted from one PIC to another, in an electronic or structured format that is commonly used.
- h. Right to File a Complaint. As a data subject, you have the right to file a complaint to the National Privacy Commission (NPC) to address grievances related to the misuse or mishandling of your personal data.

VI. HOW TO CONTACT US

To know more of our Data Privacy Policy, or if you want to exercise your rights, or if you have any comments about this form, you may contact our Data Protection Officer (DPO);

Via Physical Mail to be sent at:

AMOSUP Seamen's Center Building, Cabildo cor. Sta. Potenciana Sts., Intramuros, Manila or

Via Electronic Mail to be sent to or call at:

Privacy Office e-mail: dpo@amosup.org
Privacy Office contact number: (0632) 8527-8491 loc. 842

Please use the subject: "DPA DATA SUBJECT REQUEST"

VII. FINAL NOTICE

We would like to inform that this Data Privacy Notice may be changed from time to time.