



## BULGARIAN MARITIME TRAINING CENTRE

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BMTc understands and respects individuals' right to privacy and is committed to provide personal data security in accordance with the requirement of GDPR and the relevant EU and national legislation.

This privacy statement explains how data is handled whilst you apply to join a course.

### **Registration and completing forms**

According to the national standards of Maritime Administration, each trainee is obliged to provide in advance personal information such as: ID number, name, telephone number, e-mail, COC type and number, seaman passport number, ID card number, 1 photo 3.5 \* 4.5 sm and documents for compliance with the relevant course entry standards (diploma, certificates, certificate for medical fitness, certificates for previous seagoing service).

Information provided by you will be handled in accordance with the relevant jurisdiction's data protection legislation. We maintain strict security standards and procedures with a view to preventing unauthorised access to your data by anyone, including our employees.

### **Data for direct marketing**

At each point of data collection individuals are given the opportunity to opt-out of receiving direct marketing activity. Where individuals do not want to opt-out of such communication, we may provide information on:

- Services and products that may be of interest;
- Latest requirements for sailing at sea.

Should you decide to change your mind on not receiving such communications, contact our Training Department – details below.

### **Transfer of data / sharing**

We will not disclose your personal information unless we are obliged to do so or allowed to do so by law or where we need to do so in order to run our organisation (for example information must at all cases to be passed to and used by Bulgarian Maritime Administration. Should this be the case, we will ensure that confidentiality agreements in line with applicable data protection legislation are in place.

### **Amend/update information**

If you believe that any information held by us about you is incorrect or incomplete you should write to the Training Department at the address given below. Any information which is found to be incorrect will be corrected as soon as possible.

### **Access rights**

You have the right to access personal data that is held about you. To obtain a copy of the personal information we hold about you please write to the [bmtc@bmtc.bg](mailto:bmtc@bmtc.bg).