

PRIVACY POLICY AVIOR

PROCESSING OF PERSONAL DATA

This Privacy Statement describes how the Avior Group companies collect and use information about visitors and users on our website, and in our computer systems. The statement contains information which you are entitled to know when registering your personal data.

Questions regarding privacy are sent to post@avior.no

The CEO of Avior Group is responsible for the processing of personal data.

PERSONAL DATA REGISTERED IN CREWINSPECTOR

Avior is utilizing CrewInspector software to register applicants, and to collect necessary personal data for assessment of each applicant. When registering in CrewInspector, the applicant will provide relevant information such as:

- Personal Information - Name, Address, Gender, Date of Birth, Nationality, Civil Status
- E-mail and phone number
- Diplomas and certificates
- CV
- Passport, visa
- References from previous employers
- Next of kin

Applicants have access to their account through personal login and may change or delete their information from the system at any time.

In connection with registration in CrewInspector, applicants will be asked to accept that the information is stored and available in Aviors personnel database. Applicants also accept that personal information is shared with our customers in connection with relevant job assignments. The personal data will be processed only by designated employees, assigned to work which requires access to such information.

Personal data will be stored in CrewInspector until the applicant requests information to be deleted, or Avior no longer needs the information.

CONTACT FORM / E-MAIL

The contact form on Aviors website generates an email which is sent to Avior. By using this, you accept that Avior may store and process the information provided and may establish contact in connection with the inquiry.

DISCLOSURE OF PERSONAL DATA

As an applicant and employee at Avior, you agree that your personal data may be shared with our business partners as follows:

- Customers associated with relevant job assignments
- Tax authorities and other public agencies in accordance with Aviors duties as an employer
- Accounting firms used by Avior for payroll

STORING OF PERSONAL DATA

Avior stores personal data in the following computer systems:

- CrewInspector

Online computer system for the maritime industry. Used for registration of applications and as a personnel database.

The system is secured with login and password. Access to the information in the system is limited to the administrator and human resource department of Avior.

- Office 365

Web-based server from Microsoft. Managed by Serit Østereng.

The system is secured with login and password. Access to folders with personal data is limited to the administrator and human resource department of Avior.

In addition, personal data is stored in the computer systems of our providers of accounting services.

Avior has entered into agreements with the aforementioned suppliers of computer systems, to ensure that personal data are safeguarded in accordance with current regulations.

Personal data is generally stored electronically. However, personal data which due to regulatory requirements must be stored as hard copies, will be secured in locked facilities. The same access level applies as access to personal data stored electronically.

COURSES

Avior offers various courses.

When registering for a course by e-mail or telephone, we ask the person to provide name, email, address, telephone number, contact information of the employer and invoice information. This information is used to process the booking, invoicing and distribution of course material and diplomas.

DATA PROCESSING AGREEMENTS

Avior has entered into data processing agreements with our subcontractors, assigned to store and process personal data. All personal data are stored within the EU / EEA area.

COOKIES

Avior does not use cookies on our website.

YOUR RIGHTS

You are entitled to information on how we process and store your personal data. In accordance with the General Data Protection Regulation, you may require your personal data to be altered or deleted, or issue limitations on how we process your data. Users of CrewInspector may edit or delete their information through personal login. If the user requests to be deleted, an email is generated automatically and sent to post@avior.no. Avior will then delete the personal data on all other storage platforms as applicable.

CONTACT INFORMATION

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Avior Offshore

Avior Axess

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Avior Protection

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