

PRIVACY AND PROPER USE STATEMENT

26 September 2005

The **Marine Science Job and Candidate Finder** is an initiative taken by MarBEF to offer a service to marine scientists, wherever they are in their career, to find the right job opportunities, or to offer recruiters the best way to find the best candidate.

With this service we wish to make your job, training or candidate search as easy as possible. You can make your wishes known to the public by submitting your CV or vacancy. This tool aims both at informing you about job offers or informing recruiters about potential employers. Note that this is not only about jobs, also internships (stage) and voluntary work are heartily welcomed.

This service is hosted and maintained by the MarBEF data management team, who also controls the processing. The information that we store in the database is subject to a number of rules as outlined in this statement. MarBEF cannot be held responsible for any of the content that is submitted to the website and we would appreciate it if you could warn us of any misuse of this service. If you feel, however, that we are not abiding by the terms of this statement or data protection regulations, please contact the MarBEF data management team at:

Flanders Marine Institute (VLIZ)
Wandelaarkaai 7
B-8400 Oostende (Belgium)
Tel: +32-(0)59/34.01.55
Email: info@marbef.org
We will contact you as soon as possible.

What information do we collect?

You are a JOB/TRAINING SEEKER

1a) If you submit your CV you will need to register. In order to ensure authentication, *i.e.* in order to avoid unauthorized registrations on behalf of third parties, we will send you a confirmation email after your registration, in which we ask you to reconfirm your registration. Once you're logged on, the account will allow you to create and edit your CV or personal details at any time. Your username, password and email address remain confidential and will never leave the repository.

Once you have created your account and you are logged on to the system you will be asked to enter your personal contact details. Some of the fields, such as 'name', 'email address', 'nationality', 'residential country' and 'birth date' are mandatory. These details are potentially essential to the recruitment and will be made public via the web site. In case you do not want your CV to be publicly available through the web site, your contact details will only be accessible to the recruiter who has submitted a vacancy that corresponds to your profile. MarBEF guarantees that these personal data will never leave the repository without explicit consent of the person in question.

Please note that your contact details will never be used in mailing lists, information or commercial communications or distributed to third parties for these purposes. However, MarBEF cannot prevent individuals or search robots to use the online public information, and as such MarBEF cannot be held responsible for misuse of your personal data. The data management team may contact you with regard to the information you submitted if they feel this is necessary for your own benefit or the benefit of the service.

We only store personal data that you have entered into our service. No other person related data will be stored.

If you register for the e-mail notification, you will receive an email including a link to the information on the web, each time a job or training opportunity appears that matches the profile that you have defined.

When you submit your CV you will be asked to enter information on your educational and work history (if any). You will have to specify your research and language skills and, further define your job or training preferences. There is a possibility to list your publication references and to describe your personal ambitions and qualifications. Most details you can leave open. There are, however, some mandatory details, such as research and language skills which are marked with an asterisk. This information is needed to find a match with existing or future job or training opportunities.

You are a RECRUITER

1b) If you submit your vacancy you will need to register. In order to ensure authentication, *i.e.* in order to avoid unauthorized registrations on behalf of third parties, we will send you a confirmation email after your registration, in which we ask you to reconfirm your registration. Once you're logged on, the account will allow you to submit a vacancy and to check for CVs that correspond to your job profile (this may include CVs that are not public through the general search interface). Your username, password and email address remain confidential and will never leave the repository.

Once you have created your account and you are logged on to the system you will be asked to enter your personal contact details. Some of the fields, such as 'name', 'institute', 'postal address', 'email address' and 'country' are mandatory. These details are essential for the job/training seeker and will be made public via the web site. MarBEF guarantees that these personal data will never leave the repository without explicit consent of the person in question.

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When you submit your vacancy you will be asked to specify the job and profile details. Most details you can leave open. There are, however, some mandatory details, such as job title and CV Submission deadline which are marked with an asterisk. We recommend you to enter as much details as possible, as the information is used to find a match with the CV profiles.

Archiving

2) It is important to regularly update your CV. The CVs are listed chronologically and it is generally known that the CV that is listed on top is checked more frequently. To keep the talent pool updated we will delete CVs from the web site that have not been resubmitted after one year. To keep track of use, we will store your CV in a repository, which will not be used for further distribution.

Vacancies will be removed from the web site one month after the CV submission deadline. In case the

recruiter fails to find an employer and wants to re-open the position, he has to inform us of a new deadline prior to three weeks after the deadline expires. This can be done by sending an email to info@marbef.org

Similarly to CVs, the vacancies will be stored in a repository to keep track of the use of our service, but the content will not be used for further distribution.

Illegal Content

3) Please note that you are solely responsible for all texts entered into our system or sent to us. Please ensure that you do not send us any attachments that contain viruses or worms. Personal details should not contain: information on illnesses, information about pregnancy, any information about ethnic origin, political opinion, religious or philosophical beliefs, trade union membership, health and sexual orientation; defamatory or slanderous information; information having no reasonable relation to the job profile. The information you send us must be accurate and must not breach copyrights, trademarks or other intellectual property rights, contravene law, competition law or other applicable provisions, official regulations, the rights of third parties in general or public policy. Please note that you undertake to indemnify us against all claims made against us as a consequence of your failure to prevent illegal content appearing in any information you provide.

Right of access to, editing and deletion of your data

4) You have a right of access, information and rectification of your data. If you wish to edit or delete your data or your CV in the database, log in and use the corresponding functions. If you want us to delete your personal data or CV we will be happy to do so on your behalf, at no cost.

The MarBEF data management team reserves the right to delete without prior warning any information regarded as unlawful, unethical or in any other way unsuitable. Misuse of the Marine Science Job and Candidate Finder can cause the deletion from the database without prior advise.

We will send you a temporary password in case you have forgotten it. You can change that password again into a private password by using the profile link on the forums page (<http://www.marbef.org/modules.php?name=Forums>).

This Privacy and Proper Use Statement may be revised as required, in collaboration with the MarBEF Management Office.

Wish you good luck!

The MarBEF Data Management Team

Flanders Marine Institute (VLIZ)
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