

Procedure No.	GRO GDPR-001
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GENERAL DATA PROTECTION REGULATION (GDPR) STATEMENT

GDPR

The EU General Data Protection Regulation (GDPR) will replace the 1995 EU Data Protection Directive (European Directive 95/46/EC), with effect from 25th May 2018. The new regulation will strengthen and unify data protection for all individuals within the European Union and be enforced by the Information Commissioner's Office (ICO).

GRO Oilfield Alliance Ghana Ltd (part of the Global Energy Ventures Group) strive to provide confidentiality for our employees, workers, job applicants and contractors when collecting and holding any personal data.

Will GDPR affect how I use GRO Oilfield Alliance Ghana services?

No. The new regulations will not affect your ability to submit your CV to us, in line with our terms and conditions, which are kept up to date in line with all data protection regulations.

Remember, GDPR is not being introduced to stop candidates from finding work.

Handling data and contacting employees, workers, contractors & job applicants

When you register with GRO Oilfield Alliance Ghana or submit your CV you are doing so to be contacted by us about job opportunities within the Global Energy Ventures group. Therefore, as a business we can continue processing the data supplied by those who register with us, as it is in their, and our, legitimate interest to do so.

If you are shortlisted for a position your information may be shared with our client/s on our GRO Oilfield Alliance Ghana format where all personal data identifying you will be removed. We strictly only submit your experience & qualifications information.

How will GRO Oilfield Alliance Ghana manage the right to erasure?

We will continue to give our registered applicants control over their contact preference options, including the option to delete their account. If an applicant wishes to remove their details from our database this can be done by contacting us and we will immediately remove their details and CV from the CV Database. You are responsible for updating your own records in order to remain compliant.

How long does GRO Oilfield Alliance Ghana keep data for?

Employee, worker and contractor data will be held for the duration of employment or engagement and 6 years after employment or engagement ends. Unsuccessful applicant data will normally be held for a period of up to 12 months after we collected it. If you have submitted your CV for any future opportunities, then your details will be held until a request to remove them from our database is made from you.

Your responsibility

You are responsible for protecting the data you control and process under the new GDPR principles and we recommend that you familiarise yourself with the core principles to ensure you're compliant.

What action will be taken by GRO Oilfield Alliance Ghana if an applicant requests to have their data removed or no longer wishes to be contacted for opportunities?

GRO Oilfield Alliance Ghana will provide an email confirmation of the removal of your data.

In what geographic region is our data stored?

GRO Oilfield Alliance Ghana & Global Energy Ventures Group server is in the UK. When we use cloud providers for a specific purpose, these servers are in the EU.

How does GRO Oilfield Alliance Ghana keep its data secure?

Data is secured within our company business systems, of which is only accessible to internal personnel relevant within that department. Access is restricted to specific users only within the company.

What is the incident management process in the case of a data breach?

Our IT support would step in immediately to ensure the security of the data is fully secured. We ensure a full incident investigation is performed in any case to investigate suspected or reported data breaches, which takes into account the requirements of GDPR.