



THE HONOURABLE COMPANY OF MASTER MARINERS

H.Q.S. "WELLINGTON", TEMPLE STAIRS, VICTORIA EMBANKMENT
LONDON WC2R 2PN

t: 020 7836 8179 f: 020 7240 3082 e: info@hcmm.org.uk www.hcmm.org.uk

APPRENTICESHIP AND ASSOCIATE SCHEME APPLICATION FORM

Section 1. Candidate Particulars

Name: (in full)		Rank: (if appropriate)	
Address:			
Contact Details:	Landline No.		
	Mobile No.		
	Email Address:		

Section 2. Secondary Education

Name & Address of Secondary Schools Attended	From	To
Scholastic Achievements:		

Section 3. Further Education (For Nautical Colleges Refer to Section 5)

Name & Address of Colleges of Further / Higher Education Attended (if any)	From	To
Scholastic Achievements:		

Section 4. Hobbies & Interest

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Section 5. Nautical College, Sea & Company Service

Name of Shipping Company with which you will be serving:	
Name of Nautical College which you are attending:	
Date Commenced Cadetship:	
Current Phase:	

Applicants Under the Age of 21 (see note)

Name of Father, Mother or Guardian.		
Address: (If different from Section 01).		
Occupation:		
Contact Details:	Tel:	
	Email:	

For all Candidates

I have read details of the Honourable Company of Master Mariners Apprenticeship and Associate Scheme and wish to apply to join the Company.

Signature of Candidate Date

Signature of Father, Mother or Guardian Date
(For applicants under the age of 21 only – see note)

This form must be submitted with:

- A copy of the candidate’s birth certificate
- A reference from the candidate’s employing company or, in the case of Royal Navy junior officers, a letter of reference from the candidate’s Commanding Officer.

Please return this form to and address all communication to:

The Clerk
The Honourable Company of Master Mariners
HQS “Wellington”
Temple Stairs
Victoria Embankment
London WC2R 2PN

Tel: + 44 (0)20 7836 8179
Email: info@hcmm.org.uk
Web: www.hcmm.org.uk

Note: Candidates under the age of 21 will join as Apprentices; candidates over this age will join the Company as Associate Members.

Our Contact Details

Name: The Honourable Company of Master Mariners
Address: HQS Wellington, Temple Stairs, Victoria Embankment, London WC2R 2PN
Phone Number: 020 7836 8179
E-mail: info@hcomm.org.uk

The Type of Information We Have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

How We Get the Information and Why We Have It

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- In order to process applications for membership and appoint suitable mentors

We also receive personal information indirectly, from the following sources in the following scenarios:

- References from your employing company or, in the case of Royal Navy junior officers, a letter of reference from the candidate's Commanding Officer.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- a. Your consent.**
You can remove your consent at any time. You can do this by contacting us at the above address.
- b. We have a legitimate interest.**

What We Do with The Information We Have

We use the information that you have given us in order to process your application and appoint you're a mentor. This information is confidential and will not be shared without your consent.

How We Store Your Information

Your information is securely stored onboard the HQS Wellington in both paper & 'soft' formats. We keep your personal information for the duration of the application process and then (if successful) your membership, following which it is securely disposed.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at the address given at the top of the page if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113