



Applicant Privacy Policy

Last updated: April 04, 2021

Airbus and its Affiliates (also known as, “Airbus”, or “we” or “us”) respects the privacy of applicants and employees, and is committed to complying with applicable privacy and personal data protection laws in every country which we operate. The protection of your Privacy and Personal information is an important concern to which we pay special attention throughout our external recruitment process.

This Airbus North America External Recruitment website (<https://airbusgroup.applicantpro.com/>) aims at attracting, selecting suitable candidates externally for either permanent or temporary job, within Airbus North America entities (US and Canada).

This Applicant Privacy Policy (“Policy”) explains:

- the type of information we collect during our application and recruitment process;
- why we collect this information and how we use it in connection with processing your application; and
- how we protect your information and your rights and choices regarding its collection and handling.

However, the Website will include links to other websites or applications which are not necessarily covered by this Privacy Policy. In this event, we encourage you to carefully read when you access and use our external recruiting Website.

I. TYPES OF INFORMATION WE COLLECT DURING THE APPLICATION/RECRUITMENT PROCESS

We may collect information you provide directly to us during the application or recruitment process (as limited by applicable law), including:

- Your name, address, email address, telephone number and other contact information;
- Your resume or CV, cover letter, previous and/or relevant work experience or other experience, education, transcripts, or other information you provide to us in support of an application and/or the application and recruitment process;
- Information from interviews and phone-screenings you may have, if any;
- Details of the type of employment you are or may be looking for, desired salary, and other terms relating to compensation and benefits packages, willingness to relocate, or other job preferences;
- Details of how you heard about the position you are applying for;
- Any sensitive and/or demographic information you voluntarily provide during the application or recruitment process such as gender, information about your citizenship and/or nationality, medical or health information and/or your racial or ethnic origin.
- Information related to any assessment you may take as part of the interview screening process.

In addition to any information that you provide to us directly, we may also collect the following additional information during the application or recruitment process:

- Reference information and/or information received from background checks (where applicable), including information provided by third parties;
- Information about your educational and professional background from publicly available sources, including online, that we believe is relevant to

your application or a potential future application (e.g. your LinkedIn profile); and/or

II. HOW WE USE AND SHARE COLLECTED INFORMATION

A. How we Use Collected Information

Your information will be used by Airbus for purposes of carrying out its application and recruitment process, which includes:

- Assessing your skills, qualifications and interests;
- Verifying your information and carrying out reference checks and/or conducting background checks (where applicable) if you are offered a job;
- Communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential career opportunities;
- Creating and/or submitting reports as required under any local laws and/or regulations, where applicable;
- Where requested by you and agreed to by Airbus, assisting you with obtaining an employer sponsored immigration visa or work permit if required;
- Making improvements to our recruitment process including improving diversity in recruitment practices; and/or
- Complying with applicable laws, regulations, legal processes or enforceable governmental requests, including export control regulations; and/or
- Conducting research about your educational and professional background and skills and contacting you if we think you would be suitable for a role with us.

If you are offered and accept employment with Airbus North America, the information collected during the application and recruitment process will become part of your employment record.

B. How we Share Collected Information

The following individuals or third parties will have access to your personal information:

- Airbus employees who “need to know” the information in order to consider your application or further the recruitment process. In addition, where you have been referred for a job at Airbus by an employee, we may inform that employee about the progress of your application and the outcome of the process.
- Third-party service providers acting on Airbus’s behalf to perform one or more of the services described above including for the purposes of carrying out verification / background checks. These service providers may be located outside the country in which you live or the country where the position you have applied for is located.
- Third parties such as local authorities, courts and tribunals, regulatory bodies and/or law enforcement agencies for purposes of complying with applicable laws and regulations, in connection with a legal process, or when necessary to pursue or defend legal claims or respond to lawful subpoenas or warrants.
- Other third parties with your consent (for example, where you have given us permission to contact your references)

To facilitate our operations we may transfer, store, and process your information internally and with our partners and service providers based around the world. Laws in some countries may differ from the laws applicable to your country of residence and may not provide an equivalent level of protection. Where required, we have implemented appropriate solutions to protect cross-border transfers.

C. Legal Bases for Processing Your Information

We collect and process your information where it is necessary in order to take steps, at your request, prior to our potentially entering into a contract of employment with you.

We may also seek your consent to process your personal information in specific circumstances, or process it where necessary to comply with a legal obligation or for purposes connected to legal claims. If we use your information to improve our application or recruitment process, we do so on the basis that it is in our legitimate interests to ensure we recruit the best possible candidates.

III. HOW WE RETAIN AND PROTECT COLLECTED INFORMATION

A. Security

We use technical and organizational security measures in order to protect your information we have under our control against accidental or intentional manipulation, loss, destruction and against access by unauthorised persons. Our security procedures are continually enhanced as new technology becomes available.. Nonetheless, we cannot guarantee that transmissions of your information will always be secure or that unauthorized third parties will never be able to defeat the security measures taken by us or our third-party service providers. Except to the extent that liability cannot be excluded or limited due to applicable law, we assume no liability or responsibility for disclosure of your information due to causes beyond our control. If you have reason to believe that your interaction with us is no longer secure (e.g., if you feel that the security of any account you might have with us has been compromised), please contact us immediately as detailed in the Contact Us section, below.

B. Retention

Airbus retains your personal information only as long as is necessary for evaluation of employment, as well as to comply with applicable laws relating to the evaluation of those seeking employment. After this time, normally within 12 months, your information is deleted, unless you consent to Airbus retaining your information for a longer period of time.

IV. YOUR CHOICES

You have choices about the types of information we collect about you.

To the extent required by applicable law, we provide you with the ability to access, correct, export, delete, withdraw consent, object to the processing of, or suspend processing of your personal information. Please note that some of the information we collect is required and removal of it may render you ineligible to pursue employment with Airbus.

IV. CONTACT US

To exercise your rights or submit your questions, please contact us at dataprotection@airbus.com or you can write to the address below:

Airbus SAS, Head of Data Protection, HAP, 2 rond-point Emile Dewoitine
31700 Blagnac cedex. France

We will respond to your request in accordance with applicable regulations and upon presentation of appropriate proof of identity.

V. APPLICANTS FROM CALIFORNIA

The California Consumer Privacy Act ("CCPA") provides California job applicants with specific privacy rights. Applicants are entitled to receive notice about the categories of personal information Airbus collects about them and how that information is used, as described throughout this notice. Please contact the Airbus Data Protection Office with inquiries, questions, or requests regarding processing of your personal information. Airbus will not discriminate against You for exercising any of Your CCPA rights.

IV. MODIFICATIONS OF PRIVACY POLICY

Airbus will update this Privacy Policy from time to time in order to reflect the changes in our practices and services and also to remain compliant to Data Privacy Laws and Regulations. We will inform you of any substantial modification in how we process your Personal Information.