



TAG AVIATION CANDIDATE PRIVACY NOTICE

INTRODUCTION

This Privacy Statement outlines how our organisation processes job candidate's personal information ("Personal Data") that TAG Aviation ("we", "our", or "us") receive, use, and store, being part of its recruitment process relevant to employment or other individual engagement.

We are committed to protecting the privacy and security of your personal data information and we will usually collect and process personal information about you that you directly provide by registering and/or submitting your application for a role with TAG Aviation. This Candidate Privacy Notice contains details of TAG's policies and practices regarding the collection and processing of your personal information, the rights you have and our obligations in relation to such processing.

This Notice applies to you as a current, former or prospective candidate of any of the TAG employing entities listed in section 15. TAG, as Data Controller, will process Candidate Data in accordance with this Privacy Notice, unless in conflict with requirements of applicable law, in which case applicable law will prevail.



1. Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

- (a) Used lawfully, fairly and in a transparent way
- (b) Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- (c) Relevant to the purposes we have told you about and limited only to those purposes
- (d) Accurate and kept up to date
- (e) Kept only as long as necessary for the purposes we have told you about
- (f) Kept securely

2. What Information does TAG collect about you

In connection with your application and to carry out the recruitment process, we will collect, store, and use the following categories of personal information about you which include but are not limited to:

- (a) Application data: name, residential address, email address, phone number, education, academic and professional qualifications, date of birth, gender, citizenship, compensation details, and any other information you choose to include in your resume and cover letter
- (b) Assessment data: Candidate testing (such as technical, behavioural, or psychometric tests), interviews and any other information collected to evaluate your application
- (c) Pre-employment screening data: date of birth, personal identification, picture, bank account information, tax status, internet presence, medical information and declarations, criminal record, credit rating, employment, and regulatory references and status, individual location information, and dependents details

We may also collect, store and use the following “Special Categories” of more sensitive personal information, **if relevant for the position**:

- (a) Information about your health, including any medical condition, health, and sickness records
- (b) Information about criminal convictions and offences

Information you submit as part of your application must be true, accurate, complete, and not misleading. You understand that any false or misleading statements or omissions made by you during the application process, including your application and any assessments and interviews, may be sufficient cause to justify the rejection of your application.

If you provide information about your family or any other third party to us as part of your application, then, before providing us with such information, you must inform the relevant individuals that you will disclose their Personal Data to us and provide a copy of the information in this Notice to them.

3. How is your Personal Information collected

TAG may collect personal information that you provide directly on its website or directly passed to TAG personnel. In addition, TAG may collect your personal information from other legitimate sources such as public databases, search engines, and information from third parties that you have chosen and consented to disclosing information about you. Examples of such third parties may include recruiters, online professional networks, or vendors in connection with pre-employment screening data.

4. How will we use Information about you

We will use the personal information we collect about you to which include but are not limited to:

- (a) Assess your skills, qualifications, and suitability for the role
- (b) Carry out background and reference checks, where applicable
- (c) Communicate with you about the recruitment process
- (d) Keep records related to our hiring processes
- (e) Comply with legal or regulatory requirements

It is in our legitimate interest to decide whether to appoint you to the role you have applied for since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract of employment with you.

If you accept a role with TAG, then in order to conduct any necessary background checks and create your record in our database, we will usually also collect, in order to consider your application, evidence of qualifications, work history and background checks. In case, we require references for this role, and you fail to provide us with relevant details, we will not be able to take your application further.

5. How do we use particularly sensitive Personal Information

We will use your particularly sensitive personal information in the following ways:

We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.

6. How do we use Information about Criminal Convictions

We will collect information about your criminal convictions history if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). We are legally required by the airport authorities to carry out criminal record checks.

7. How does TAG share your Personal Information

TAG may disclose your personal information if required to do so by law, court of law, or as requested by a governmental or law enforcement authority.

Aside from this, TAG only shares your personal information where it is a necessary part of its recruitment process. For example, TAG may share your personal information with other members of the TAG group of companies where it is relevant to your application.

TAG may also share your personal information with a selected group of third-party service providers that carry out certain recruitment-related activities on its behalf, such as background checking agencies and companies that help TAG with storing data.

TAG expects the entities with which TAG shares your personal information (both group companies and non-affiliated third parties) to protect the confidentiality and security of your information and to use it only for its intended purpose. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

8. Transferring your Personal Information to other countries

The entities and organisations with which TAG may share your personal information may be located within the European Economic Area (“EEA”), United Kingdom, Switzerland, or Asia-Pacific (“APAC”). TAG has put in place safeguards reasonably designed to ensure your personal information remains adequately protected when transferred.

Your personal information may be transferred to the United States. The United States has not received a finding of “Adequacy” from the European Union under Article 45 of the General Data Protection Regulation (“GDPR”). Consequently, TAG relies on appropriate safeguards, as set forth in GDPR Article 46, for the transfer of your personal information to the United States.

For more information about appropriate safeguards as set forth in GDPR Article 46, please email: privacy@tagaviation.com.

9. How does TAG protect your Personal Information

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

TAG has built security policies and procedures based on TAG’s view of best practice frameworks and reviews these procedures in order to consider appropriate new technology and methods on an ongoing basis. Except as otherwise required by law, only those who have proper authorisation will be allowed to view your personal information. In addition, TAG trains its employees about the importance of confidentiality and maintaining the privacy and security of your information. TAG has put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

10. How long does TAG keep your Personal Information

If your application for employment for a specific role is unsuccessful or if you submit a general application for its consideration, then, except as otherwise set forth in the addenda to this Privacy Notice, TAG will ordinarily keep your information for a period of 24 months, (6 months for the UK) after the end of the recruitment process. TAG does this in case any other position becomes open that may suit your application and to maintain a record of its recruitment processes for legal reasons. If you would like TAG to delete your information sooner than this, please contact TAG directly.

We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information.

If your application for employment is successful, the personal information TAG gathered about you during the recruitment process will be retained during your employment. The periods for which your personal information will be held will be provided to you in a separate employee privacy notice.

11. Rights of Access, Correction, Erasure, and Restriction

You have the right to ask TAG Aviation for a copy of your personal data, correct it, delete it or restrict its processing to certain treatments.

Subject to certain limitations, you have the right to access the personal information TAG keeps about you, to restrict or object to the processing of your personal information, and to rectify, erase, and port your personal information. Please note that TAG may refuse to act on any request that is manifestly unfounded and/or excessive. These rights include:

- (a) Request access to your personal information (commonly known as a “Data Subject Access Request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- (b) Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected
- (c) Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below)
- (d) Object to processing of your personal information where we are relying on a legitimate interest (or those of a third-party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes
- (e) Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it
- (f) Request the transfer of your personal information to another party

To exercise any of these rights, please contact TAG using the information at the end of this Candidate Privacy Notice.

12. Rights to Withdraw Consent

When you apply for a specific role or if you submit a general application for its consideration, you provide consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact TAG using the information at the end of this Privacy Notice. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

Any requests for information to be destroyed or request to stop processing will be considered on a case-by-case basis.

13. Changes and Updates to this Privacy Notice

TAG recognises that protecting your personal information is an ongoing responsibility. Accordingly, TAG will update this Privacy Notice as it undertakes new practices involving your personal information. Because of this, you may check this Privacy Notice from time to time in order to familiarise yourself with any updates.

14. Questions, Concerns, and Complaints

Should you wish to make a complaint about TAG's use of your personal information, you may contact TAG using the methods specified at the end of this Candidate Privacy Notice.

You also have the right to lodge a complaint with the appropriate regulatory body/supervisory authority (in particular, in the country where you reside, in the country of your place of work, or of an alleged infringement of the law).

For **UK**, Information Commissioner's Office ("ICO"). You can contact the ICO at the following address:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire SK9 5AF, United Kingdom
Telephone: +44 0303 123 1113
Website: <https://ico.org.uk/global/contact-us>



15. Contact TAG

This notice covers in particular our Website: <https://www.tagaviation.com> and the below listed entities:

- <https://www.tagaviation.com/en/about-us/careers>
- <https://recruitment.tagaviation.asia>
- job@tagaviation.com
- corp.recruitment@tagaviation.com
- recruitment@tagaviation.com

TAG Aviation (UK) Ltd	Farnborough Airport, Hampshire GU14 6XA, United Kingdom
TAG Aviation SA	20, Chemin des Papillons, 1215 Geneva 15, Switzerland
TAG Aviation (Malta) Ltd	2 Triq il-Kuncizzjoni, San Gwann, SGN 1425, Malta
TAG Aviation San Marino S.R.L.	3/F, Tower A, World Trade Center, Via Consiglio dei Sessanta, 99 47891 Repubblica di, San Marino
TAG Aviation Hong Kong	24/F, Harcourt House 39 Gloucester Road Wan Chai, Hong Kong
TAG Aviation Beijing	Room C307, 3/F Office Building, Beijing Lufthansa Center, 50 Liangmaqiao Road, Chaoyang District, 100125 Beijing, P.R. China
TAG Aviation Shenzhen	301-57, Level 3, Tower 1, Kerry Plaza, No.1 Zhong Xin Si Road, Futian District, Shenzhen 518048, P.R. China
TAG Aviation Macau	2/F, FBO Building, Macau International Airport, Avenida Wai Long Taipa, Macau SAR
TAG Aviation Singapore	10 Seletar Aerospace Heights, Level 3, Seletar Aerospace Park, Singapore 797 546
TAG Aviation Middle East WLL	C/O Grant Thornton: Abdulaal P.O. Box 11175 12/F, Al Nakeel Tower, Seef District, Kingdom of Bahrain

Should you have any questions or comments about your Personal Data or this Notice, please contact us by sending an email to privacy@tagaviation.com or by writing to:

TAG Aviation SA
Group Data Protection Office
20, Chemin des Papillons
1215 Geneva, Switzerland

By validating my application, I certify that I have read and understood the above.