

ch-aviation GmbH and ch-aviation services d.o.o. (together the "**ch-aviation Group Companies**", "**we**", "**us**", and individually each a "**ch-aviation Company**") are committed to respecting your privacy and protecting your personal information. This Recruitment Privacy Policy applies to your job applications:

In this Recruitment Privacy Policy, we explain the types of personal information we collect, how we collect it, what we use it for and who we may share your personal information with when you apply for a job with one of the ch-aviation Group Companies. This Recruitment Privacy Policy also applies where the ch-aviation Group Companies are provided with your personal information from a third party, such as a recruitment agency. This is separate to how the ch-aviation Group Companies use your personal information when you use our website or interact with us for other purposes other than recruitment. For further information on how we handle your personal information as a customer or prospective customer please see the main privacy policy on the website of the relevant ch-aviation Group Company.

### **Controller of Personal Information**

The "data controller" in respect of any personal information processed in connection with this Recruitment Privacy Policy is the ch-aviation Group Company which will be the employing entity in respect of the position advertised and applied for. If you are unsure which entity this will be, please contact us using the details below.

### **What types of personal information do we collect and process?**

We will only collect personal information in the recruitment process that is necessary to assess you for the post applied for. In particular, personal information about criminal convictions will only be sought in exceptional circumstances if relevant to the post, and only where permitted by, and in accordance with local law.

We may collect and process the following categories of information:

- Information you provide in your CV to build a picture of your capabilities and suitability for certain positions, such as your home address, e-mail address, telephone contact details, skills and a copy of your CV and any attached documents as such;
- Information you provide in order to apply for a job vacancy with one of the ch-aviation Group Companies, such as your name, professional qualifications and previous employment history;
- Information collected by the ch-aviation Group Company as a result of the recruitment process, such as your performance at assessment centres, interview or in other assessments and information provided by your referees;
- Information related to your use of our Careers Website, for example your IP address. This information may be collected by using cookies. For more information about how the ch-aviation Companies use cookies please refer to the Privacy Policy on the relevant ch-aviation Group Company website.

We will indicate where the information we have requested is mandatory or optional. We will explain the consequences should you decide not to provide information which we have indicated is mandatory. In some circumstances this may mean we are unable to process your job application.

When and why do we collect 'sensitive personal information'?

What do we use your personal information for?

The main purposes for which we use your personal information are:

- to provide you with information about our current vacancies or job opportunities which you have requested;

- to support and process any job applications you make to one of the ch-aviation Group Companies. For example, so we can assess your ability to meet the job specification, in order to shortlist applicants and to verify references and professional qualifications provided by those applicants (see 'Background Checks' below for more information);

## Background Checks

We may verify personal data you provide during the recruitment process and/or collect personal data from sources other than you to assist in the Background Checking process (the collection and verification of references covering a 2 or 5-year period). If this occurs:

- You will be told in advance which aspects of your personal data will be verified including an explanation of how the Background Checking process will be carried out;
- Information about criminal convictions (if collected) will only be collected through official authorised sources and in accordance with applicable law;

If a third-party source advises that they require your consent prior to any Background Checks being carried out, the ch-aviation Group Company will contact you to obtain/provide consent. Background checks will be:

- applied to all roles;
- targeted at the collection of specific not general information.

What is the legal basis for processing your personal information?

The ch-aviation Group Companies will only process your personal information where we have a legal basis for doing so. In each case the legal basis will be one of the following:

- **To decide whether to enter into a contract of employment with you:** Where you have applied for a job and we need to use your personal information to determine whether we will enter into a contract of employment with you. This will be the legal basis for which we use your personal information in the majority of situations and will cover the use of your personal information from the initial application, through to the assessment centre and to interview.
- **Where you have provided your consent:** Where you have consented to us using your personal information. Most commonly, this will be where you have consented to us keeping your CV and attached documents sending you email alerts regarding job vacancies at the ch-aviation Group Companies.
- **When it is in the legitimate business interests of the ch-aviation Group Companies:** Where it is necessary, for business purposes and as a recruiter, to understand our applicants in sufficient detail in order for us to deliver an effective recruitment service. For example, where the use of analytics and profiling is necessary in order to provide insights so that we can improve, maintain and manage relationships with applicants and attract talented individuals to work with us.

Who do we share your personal information with?

We may share your personal information within the ch-aviation Group Companies or other corporate entities in the ch-aviation Group in order to process your job application and manage the recruitment cycle.

We also use third party service providers in order to conduct and manage recruitment. For example, we may share your personal information with these service providers in order to conduct screening and verification of your application and the information you have provided to the ch-aviation Group Company. This includes verifying academic and professional qualifications.

There may also be situations where we have to share your personal information where we receive a valid request from law enforcement or other government authorities.

How long do we keep your personal information for?

We will keep your personal information for no longer than is necessary to fulfil the purpose for which it was collected. This means that the period of time we keep your personal information will vary depending on the reason you provided your personal information to us.

### Your Rights

You have the right to request access to, rectification or erasure of, the personal information ch-aviation Group Companies hold about you. You may also have the right to object to or restrict certain types of processing of your personal information and request to receive a machine-readable copy of the personal information you have provided to the ch-aviation Group Companies.

Any request to exercise one of these rights will be assessed by the relevant ch-aviation Group Company on a case by case basis. There may be circumstances in which we are not legally required to comply with your request because of relevant legal exemptions provided for in data protection legislation.

### Contact Us

Please use the contact details below to contact the relevant ch-aviation Group Company if you would like to find out more about any matters to do with this Privacy Policy.

If you have concerns about the way in which the ch-aviation Companies have handled your personal information you have the right to complain to the relevant Data Protection Authority in your country of residence. However, if you have concerns we encourage you to raise this with the relevant ch-aviation Group Company initially.

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