

## **Privacy Notice for Career Applicants**

*Update day: May 25, 2018*

Magellan Aerospace Limited and Magellan Aerospace, UK Limited, together with our wholly owned subsidiaries (collectively referred to as “Magellan”) are responsible for the secure operation of the Magellan Careers Portal on the Magellan website, including its mobile version, and are committed to respecting the privacy of all job applicants. As a Data Controller, Magellan has implemented technical, administrative and physical measures to safeguard any personal information that we may collect for the reasons of recruitment.

This Privacy Notice describes our practices related to personal information collected through the Magellan Careers Portal and its mobile version.

### **Personal Information Collected**

Personal information collected through the Magellan Careers Portal is all information that is personally identifiable to you and it may or may not include your name, e-mail address and mailing address, educational qualifications, career history, etc. This information is solely used for the purposes of recruitment and selection of qualified candidates and prospective Magellan team members. Candidates are advised that they are not to disclose unnecessary personal identifiable information such as their birthdate, social insurance / social security numbers, driver’s license or passport, work visa numbers etc. through the Careers Portal of the Magellan website. A company representative will contact the candidate directly should we require this information for employment purposes.

In regions where it is required by law, other information, such as demographic data, may be collected from career applicants.

## **Security**

Magellan will make commercially reasonable efforts to ensure that your personal information is treated as private and confidential and is protected at all times. Magellan will make commercially reasonable efforts not to disclose, sell or lease to any third party, any personal information provided by you, unless we are required to do so by law. Notwithstanding this, the Magellan Careers Portal is activated and hosted by a third party vendor, and accordingly, the personal information provided to Magellan through its Careers Portal will be available to that third party for the limited purposes of hosting, safeguarding and administering this particular section and our applicant database.

## **Source of Information**

We obtain this information willfully and directly from you, our invaluable career applicants, directly through our job board, as well as from third parties with your consent, such as recruitment agencies or public profiles available online.

## **Applicants' Rights**

Career candidates have a number of rights relating to their personal information and the way it is processed. These rights include, but are not limited to:

- be informed about how your personal data is being used,
- have your data processed in a fair, lawful and transparent way;
- access personal data we hold about you;
- require us to correct any mistakes in your personal data;
- require us to delete and forget any personal data concerning you or your job application;
- request that we transfer your personal data to you or another service provider in a simple, structured format;
- otherwise restrict or temporarily stop our processing of your personal data

You can learn more about your rights, including the circumstances in which they apply in different geographical regions by inquiring at [privacy@magellan.aero](mailto:privacy@magellan.aero).

## **Compliance**

As a truly global corporation, Magellan is committed to comply with all applicable legislative frameworks in the countries where operating: Canada, United States of America, United Kingdom, Poland, India. Compliance measures undertaken by Magellan include, but are not restricted to:

- ensure the fair collection and use of information;
- meet our legal obligations to specify the purposes for which information is used;
- use personal information in the most efficient and effective way to deliver better services;
- collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs to comply with any legal requirements;
- ensure the quality of the information used, including its accuracy and relevancy for the purpose specified;
- apply strict checks to determine the length of time the information is held;
- securely destroy data which is no longer needed;
- take appropriate technical and organisational security measures to safeguard personal information (including unauthorised or unlawful processing and accidental loss or damage of data);

## **Use of Cookies**

The Magellan Careers Portal uses cookies solely to analyze and quantify candidate traffic through the company job board. The cookies implemented do not collect any personal information and are compliant with GDPR, PIPEDA and any other regulations applicable in the countries where Magellan operates.

## **Changes**

Magellan reserves the right to change this privacy statement as it sees fit and without prior notice. However, we will ensure that any change to this document is in compliance with privacy laws in effect in the countries of operations and is readily available on this page.