

## **Introduction**

As an applicant to CAE your privacy is very important to us at CAE. This data protection statement explains which information we receive from you, how it is used and how it is protected by CAE. This data protection statement and the procedures outlined therein comply with EU Data Protection Regulation 2016/679 of April 27, 2016 (GDPR) and the relevant national legislation of the EU Member States on implementing the GDPR (hereinafter jointly referred to as the "Regulations").

## **Personal data**

CAE collects and uses certain personal data that we have received either directly from you or indirectly e.g. via the federal employment agency. Typically, the personal data that CAE processes about you is name, address/contact details (including telephone number and email address), banking information, family status, nationality, date of birth, identity card or passport details, health information, photos and information for any pre-evaluation for security checks. Within the sense of the Regulations, some of this data is regarded as special categories of personal data (e.g., health information).

CAE also processes video data and access data as CAE properties are normally equipped with video surveillance systems, as well as an access registration and security system.

## **Processing and purpose of use**

CAE uses the personal data collected from you in order to properly execute the application process. CAE therefore collects, uses, administers, records, transfers and stores ('processes') personal data for the following purposes:

- examination and evaluation of your application documents;
- communication with you during the application process;
- travel planning and hotel accommodation if necessary;
- carrying out telephone interviews and/or personal interviews;
- recruitment decisions.

Video recordings are made in order to exercise domiciliary rights over the premises, to comply with our secrecy obligations in accordance with confidentiality agreements, to record illegal behavior or acts and to prevent crimes. Access data is processed for the purpose of visitor management and access control, if necessary.

CAE also processes data to comply with the applicable laws, e.g. the General Equal Treatment Act, and generally for any other purpose that is necessary or related to the relationship between CAE and you.

The aforementioned facts are collectively identified as "Purposes".

All of this is considered necessary to protect the legitimate interests of CAE in accordance with the applicable legislation and to give proper consideration to your interests.

CAE processes your personal data only in conformity with the applicable Regulations and other policies or regulations. CAE reserves the right to update and amend this data protection statement from time to time to the extent necessary in relation to our legitimate business interests, e.g. changes to Regulations.

## **Disclosure of personal data**

CAE may disclose personal data in order to comply with legal requirements (e.g. in relation to audits, investigations or consultations with competent authorities and social security agencies), to respond to demands or to protect the interests of individuals. Disclosures shall be made in accordance with the Regulations.

CAE may disclose your personal data to associated companies (e.g. affiliates), business and joint venture partners, as well as subcontractors at home and abroad. We will only disclose your personal data once it has been ensured that the recipient country has an adequate level of data protection and/or when we have signed

a personal data processing agreement in accordance with the Regulations. Further information is available from CAE upon request.

### **Protection of personal data**

CAE regards your personal data as an asset that must be protected. We are committed to ensuring that your personal data is stored securely, only accessible by authorised persons and only transferred in accordance with this Privacy Statement and after the implementation of appropriate technical and organisational measures in compliance with the Regulations. Nonetheless there are third parties that may unlawfully try to access systems or intercept transmissions or communications containing personal data. CAE continuously uses its reasonable efforts in line with industry standards to protect personal data of customers but cannot absolutely guarantee that such unlawful actions will not occur. CAE has in place a data breach response plan.

### **Rights of data subject**

You, as the individual (data subject) whose personal data is processed by CAE for the aforementioned purposes, have the right to access your personal data, obtain a copy of your personal data and request an update or correction from CAE. Insofar as the processing of personal data by CAE is based on your consent, you reserve the right to withdraw this consent. However, withdrawal will not prevent CAE from processing personal data if it is not based on your consent, but is required for one of the aforementioned purposes. You also have the right to object to the processing of your personal data by CAE, to restrict the processing or to request its erasure insofar as there is an existing basis in accordance with the Regulations. CAE will respond to any such requests in accordance with the Regulations.

You have the right to lodge a complaint with the competent personal data protection authority if you believe that CAE's personal data processing is not in compliance with regulations, or if CAE does not respond to your requests in timely and/or appropriate manner, or if they are not answered at all.

CAE will only store your personal data for the duration necessary and in a manner permitted by the Regulations or other applicable laws.

### **Contact details and further information**

Responsible in terms of data protection is:

CAE Elektronik GmbH  
Steinfurt 11  
52222 Stolberg

If you have any questions in connection with this notification or the processing of personal data by CAE in general, or if you have questions or requests for information, you can contact CAE's Data Protection Officer:

Michael Paffen  
Data Protection Officer  
Tel: +49 2402106690  
Email: dsb@cae.de

### **Consent**

The Regulations may require CAE to obtain your consent e.g. if certain elements of the personal data processed by CAE are considered to be special categories of personal data. In such cases, CAE will obtain a separate declaration of consent or alternatively organize appropriate company agreements with the Works Council.

If you submit your personal data to CAE (irrespective of the manner or form), you agree to the terms of this data protection statement and to its processing in accordance with the Regulations.