



Privacy Statement for Job Applicants

V1.1 – Last updated 17-10-2018

The General Data Protection Regulation (further: the GDPR) applies to processing of personal data since 25 May 2018. As your possible future employer Flight Simulation Company B.V., further referred to as: FSC, processes your personal data as a controller. FSC respects your privacy and ensures that your personal data are processed in accordance with legislation and regulations. In this document, FSC informs you about various topics concerning the processing of your personal data.

Contact details of the controller

This privacy statement refers to processing carried out by FSC and its subsidiaries.

Details of the organization

Name: Flight Simulation Company B.V.

Address: Fokkerweg 300 - 1D, 1438 AN, Schiphol – Oude Meer

Chamber of Commerce number: 37121371

General telephone number: +31(0)20 304 3200

General e-mail address: info@fsctraining.com

Website: www.fsctraining.com

If you have any questions, or if you want to exercise one of your individual rights, please contact our Privacy Officer.

Details Privacy Officer

E-mail address: privacy@fsctraining.com

Telephone number: +31(0)20 304 3200

Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your employment in ways that have been explained to you
- only use your data in the way that we have told you about and ensure that it will not be used for anything that you are now aware of or have consented to
- ensure it is correct and up to date
- keep your data for only as long as we need it
- keep it securely

Types of information that we hold about you

In connection with your application to work for us we will collect, store and you the following categories of data:

- information provided in your cv and covering letter which may include your name, title, address, date of birth, email address, phone numbers, employment history, education history, references, qualifications, your photograph, gender and marital status.

How we collect your data

We collect data about you in a variety of ways including the information you would normally include in your CV, cover letter, recruitment agency and notes made by members of our recruitment team during interviews.

Further information will be collected directly from you when you complete forms at the start of your employment, for example, your bank and next of kin details. Other details may be collected directly from you in the form of official documentation such as your passport.

In some cases, we will collect data about you from third parties, such as recruitment agencies, former employers or nominated referees when gathering references or background checks. Before contacting any third party with regards to your personal data FSC will always seek your prior consent to do so. Personal data is kept in recruitment files or within FSC's HR and IT systems.

How will we use information about you?

We will use the personal information we collect about you to:

- assess your skills, qualifications and suitability for the role
- carry out reference checks, where applicable
- communicate with you during the recruitment process
- to decide whether we wish to enter into a contract of employment or contract for services with you
- keep records relating to our recruitment process
- comply with legal or regulatory requirements

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process, or continue with your application for employment if you decide not to provide us with your data.

Sharing your data

Your data will be shared with colleagues within FSC where it is necessary for them to undertake their duties with regard to recruitment. This includes, for example, members of the HR team, those in the team where the vacancy is who are responsible for screening your application and interviewing you and other responsible managers where necessary.

In some cases, we will collect data about you from third parties, such as recruitment agencies. Your data may be shared with third parties if you are successful in your job application. In these circumstances, we will share your data in order to obtain references as part of the recruitment process and obtain background checks.

We do not share your data with bodies outside of the European Economic Area.

Protecting your data

We have appropriate security measures to ensure your data is protected against accidental loss or disclosure, and is not used, altered or accessed in an unauthorised way. We also limit access of your data to employees, workers and contractors and other third parties who have a business need to know. All these parties are subject to a duty of confidentiality.

Where we share your data with third parties they are required to have security measures in place to protect your personal data in line with our policies.

We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Retention period

In line with data protection principles, we only keep your data for as long as we need it for and this will depend on whether or not you are successful in obtaining employment with us.

If your application is not successful and we have not sought consent or you have not provided consent upon our request to keep your data for the purpose of future suitable job opportunities, we will keep your data for 4 weeks once the recruitment exercise ends.

If we have sought your consent to keep your data on file for future job opportunities, and you have provided consent, we will keep your data for up to 12 months once the recruitment exercise ends. At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy statement for employees, which will be provided to you.

Automated decision making

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

Your rights

On the basis of the GDPR you have various rights with regard to your personal data:

- the right to access and copy;
- the right to rectification;
- the right to data erasure;
- the right to limitation of processing;
- the right to object to the processing;
- the right to data portability;
- the right not to be subject to automated decision-making.

If you wish to exercise your rights, you can submit a request via the contact details provided in this document. Note: the above rights are not absolute. That is to say that FSC does not have to comply in all cases with a request to exercise one of the aforementioned rights.

FSC will respond within a month after FSC has received a request for exercising one of the aforementioned rights from you. In its response, FSC will indicate whether and how your request has been complied with and if not, why not. If this is necessary in connection with the request, FSC can extend the response period of one month. In that case, FSC will notify you within one month within which time period you will receive a response. In principle, exercising your rights is free of charge.

Submitting a complaint to the supervisor.

Despite FSC's careful approach, you may have a complaint about how FSC processes your personal data and/or deals with your rights. You can then submit a complaint to the supervisor. In the Netherlands, the Dutch Data Protection Authority is the supervisor in the area of processing personal data. The contact details of the Dutch Data Authority can be found on the website www.autoriteitpersoonsgegevens.nl.

Changes

The privacy statement as set out in this document may be subject to changes. The changes will be communicated to you in time by email.