

CHC Recruiting Privacy Statement



This Recruitment Privacy Notice describes what personal data CHC collects from you during the recruitment process and how that data may be used

Controller's Contact Details

The CHC entity with whom you are seeking employment is the data controller. Contact details for each CHC entity is located in Annex A.

Data Protection Officer's Contact Details

CHC has appointed a Data Protection Officer (DPO) who you may contact via email at dataprotectionofficer@chcheli.com.

Purpose and Legal Basis for Processing

CHC processes information about you as part of its recruitment process in order to assess your suitability for employment. The purpose, the lawful basis, and examples of types of data CHC collects are outlined below:

| Purpose | Examples of Types of Data | Lawful Basis |
|--|---|---|
| Progress your application | Basic identifiers, contact details, email correspondence | Contract |
| Assess suitability for employment and defend against legal claims ¹ | Qualifications, skills, experience, employment history, information about your entitlement to work in the country for which you are applying (passport or identity documents), any tests including psychometric evaluations, interview notes and occupational personality profiles. | Contract Legitimate Interest |
| | Background checks including verification and vetting, as appropriate and permissible | Legitimate Interest |
| Comply with legal obligations regarding employment | Any disabilities for which CHC needs to make reasonable adjustments during the recruitment process and employment, as well as other health information relevant to the employment position sought. Information about your entitlement to work in the country for which you are applying (passport or identity documents). Any tests including psychometric evaluations required for role, background checks including verification and vetting as part of a national aviation security programme. | Legal (Employment Obligations) ² |
| Diversity & inclusion monitoring ³ | Information about your ethnic origin, sexual orientation, health, and religion. | Consent (Employment Obligations) |

¹ As appropriate to the role and geography.

² Where special category data is processed, CHC understands and complies with its heightened obligations to safeguard your personal data.

³ Where required by local legislation.

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

You are under no obligation to provide information for diversity and inclusion monitoring purposes and there are no consequences for your employment application if you choose not to provide such information.

Personal Data Obtained from Third Parties

CHC may obtain information about you from third parties. Such instances include references supplied by former employers, information from medical professionals, and background checks. In addition, CHC may use third-party providers to manage and process background checks and such a third-party provider may contact you to obtain information from you.

Processing Based on Legitimate Interest

Where CHC has a legitimate business interest in processing your personal data, we have carefully balanced your interest with the interests of CHC. CHC's interest include its obligation to act as a responsible employer; manage its recruitment process and candidates as fairly, effectively and efficiently as possible; manage its statutory and regulatory obligations; and defend itself against legal claims.

Transfer of Your Personal Data

Your information will be shared internally for the purpose of evaluating your application for employment. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area to which you are applying, and IT staff if access to your personal data is necessary for the performance of their roles.

In addition, CHC uses an applicant tracking system managed by a third-party processor. Our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. 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.

As part of our business operations, we may transfer your personal data to a party in a country other than the country in which you reside. When CHC transfers your personal data to another company within CHC, we do so in accordance with the terms set forth in the EU Standard Contractual Clauses (SCCs), which apply to extra-territorial data transfers. You may obtain a copy of the SCCs by contacting the dataprotectionofficer@chcheli.com. When CHC transfers your personal data to third-party in another country, we require the third-party to adhere the SCCs as well.

With respect to Personal Information belonging to individuals residing in the EEA, CHC's United States subsidiaries have also subscribed and will adhere to the principles set forth in the EU-US Privacy Shield Framework. CHC's Privacy Shield compliance is subject to the investigatory and enforcement powers of the U.S. Federal Trade Commission. Further details regarding the Privacy Shield can be found on CHC's website.

Retention of Personal Data

If your application for employment is unsuccessful, CHC will hold your data on file for no longer than is necessary to comply with local legislation. At the end of the relevant period, your data will be deleted. If you would like CHC to retain your data to be considered for other roles in the company, CHC will do so with your consent for up to a maximum of 12 months, at which point your data will be deleted.

If you provide consent for CHC to retain your information you may withdraw consent at any stage and we will remove your details from our system. There is no obligation on you to provide consent and not giving consent to retaining your details will in no way affect your application for employment.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be set forth in CHC's Employee Privacy Notice, which will be provided to you at a later date.

Your rights

As a data subject, you have a number of rights:

- The right to be informed of what personal data CHC has about you;
- The right to receive a copy of that data;
- The right to correct and update any inaccurate data;
- In certain circumstances, request that certain data be deleted;
- In certain circumstances you have a right to restrict the use of your data;
- In certain circumstances you have a right to object to the processing of your data;
- In certain circumstances you have the right to be given the data in machine readable format for transmitting to another data controller; and
- Not be subject to decisions with a legal or significant effect made solely on automated processing of your data.
- The right to withdraw your consent to the processing of your personal data where applicable without affecting the lawfulness of processing preceding the request to withdraw consent.
- The right to lodge a complaint with the applicable supervisory authority

If you would like to exercise any of these rights or have any queries regarding how CHC handles your data, please contact CHC's dataprotectionofficer@chcheli.com

If you believe that the organisation has not complied with your data protection rights, you may lodge a complaint with the supervisory authority. Information regarding the relevant supervisory authorities is below:

| | | |
|----------------|--|---|
| United Kingdom | Commissioner's Office | https://ico.org.uk/ |
| Norway | Data Protection Authority | https://www.datatilsynet.no |
| Canada | Office of the Privacy Commissioner | https://www.priv.gc.ca/en/ |
| Ireland | Data Protection Commissioner | https://www.dataprotection.ie/ |
| United States | Federal Trade Commission or state attorney general | https://www.ftc.gov/ |
| Australia | The Privacy Commissioner | https://www.oaic.gov.au/ |
| Brazil | National Data Protection Authority | <i>Website forthcoming</i> |
| Poland | Personal Data Protection Office | https://uodo.gov.pl/en |

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|-------------|---------------------------|---|
| Netherlands | Data Protection Authority | https://autoriteitpersoonsgegevens.nl/en |
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Automated decision-making

CHC does not use automated decision-making in its recruitment process.

Annex A

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| <p>United States of America</p> <p>CHC Helicopter Support Services Business Address: 600 E. Las Colinas Blvd., Suite 1000 Irving, TX 75039 United States Tel: +1.214.262.7300</p> | <p>Canada</p> <p>Heli-One (Canada) & CHC Global Operations 4740 Agar Drive Richmond, BC, Canada V7B 1A3 Tel: + 1.604.276.7500</p> |
| <p>The Netherlands</p> <p>Heli-One (Netherlands) BV Fokkerweg 300 (Building 15) 1438 AN, Oude Meer,</p> <p>Norway</p> <p>Heli-One Norway AS PO Box 204 N-4097 Sola + 47.51.94.1400</p> <p>Poland</p> <p>Heli-One Poland Jasionka 947, 36-002 Jasionka, +48.17.71.78.670</p> <p>UK</p> <p>Heli-One (UK) Ltd, CHC House, Howe Moss Drive, Kirkhill Industrial Estate, Dyce, Aberdeen, AB21 OGL</p> | <p>Ireland:</p> <p>CHC Ireland DAC McCann Fitzgerald Riverside One, Sir John Rogerson's Quay, Dublin 2</p> <p>Luxembourg</p> <p>CHC Leasing SARL Centralis S.A. 8-10 Avenue de la Gare L-1610 Luxembourg</p> <p>The Netherlands:</p> <p>CHC Helicopters Netherlands BV Luchthavenweg 18 1786 PP Den Helder +31 223677559</p> <p>Norway:</p> <p>CHC Helikopter Service AS, Flyplassvegen 250, 4055 Sola, Tel: +47 51 94 10 00</p> <p>UK:</p> <p>CHC Scotia Ltd, c/o CMS Cameron McKenna LLP, 78 Cannon Street, London, EC4N 6AF Tel: +44 (0)1224 846000</p> |
| <p>Australia</p> <p>CHC Helicopter Australia PTY Ltd CHC Helicopter Services IBM Building Level 4, 1060 Hay Street West Perth, WA 6005 Australia Phone: +61-8-6217-7401</p> | <p>Brazil</p> <p>CHC DO Braxil Taxi Aereo S.A Avenida Embaixador Abelardo Bueno, 199, sala 202 Barra da Tijuca, CEP: 22775-040, Rio de Janeiro Tel: +55 21 2189-0050</p> <p>Mexico</p> <p>Helicopter Operations Mexico S. De RI DE C.V. Final de la Avenida 31 s/n Col. Zona Federal Carmen 2419 Ciudad del Carmen, CAM Mexico</p> |