

Park Air Systems Applicant Privacy Notice

We at Park Air Systems (“we”, “us”, “our”, “Park Air”) respect your concerns about privacy. This Privacy Notice describes the information practices Park Air as the data controller to which you are applying for employment. It also describes the types of information we maintain, how we may use the information, how we secure it, with whom we may share it and the choices and rights available to you regarding our use of the information.

This Notice is only a supplement to Park Air’s general website privacy policy, which can be found [here](#).

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Information We Maintain

The types of personal information we may collect are:

- Contact information (e.g. name, postal address, telephone number and email address);
- Employment information (e.g. employer, title, division, military rank);
- Other personal information (e.g. citizenship, immigration status, security clearances, disability status, civil or criminal court history);
- C.V. information (e.g. employment history, work authorization information, salary history, education history, certifications);
- Other personal information found in content that users provide.

How We Use the Information We Maintain

Park Air Systems will use the personal information you provide with your application for purposes of considering you for a position at Park Air Systems, and if you are offered a job or become employed by Park Air Systems, for employment-related purposes. The legal basis of applicant data processing is deemed necessary for the performance of a contract with the data subject or to take steps to enter into a contract.

By applying for a position, you agree that we may use your personal information for recruitment and if you are hired, employment-related purposes. Your personal information will not be shared with others for non-recruitment or employment purposes except as consistent with our general website privacy policy. Failure to provide your personal information will prevent us from contacting you and evaluating your application for the job.

Information We Share

Applicant Information is handled strictly on a need-to-know basis. Individuals with access to Applicant Information may include members of our Human Resource team as well as hiring managers. If offered a position, we may share your Applicant Information with our Northrop Grumman affiliated companies, and third parties who perform services on our behalf. This includes Northrop Grumman affiliates and service providers located in countries other than the country in which the personal information was collected. These service providers may also collect some of your information (e.g., your personal contact information) directly from you but they are not authorized by us to use or disclose the information except as necessary to perform services on our behalf or comply with legal requirements. For a list of relevant service providers, please see below:

Service Providers	Country of Processing
Taleo (Oracle)	United States
Sterling Background Check (Quest)	United States
McQuaig Institute	United Kingdom

We may disclose information about you (i) if we are required to do so by law or legal process, (ii) to law enforcement authorities or other government entities, and (iii) in connection with an investigation of suspected or actual criminal offenses.

Your Rights

Once you have applied for a position, you may request access to correct or update your personal information. A new C.V. or resume may be submitted when applying for other positions. If you wish to have your Applicant Information deleted or object to processing at any time, please contact us at Recruitment2@uk.parkairsystems.com. To aid us in locating your applicant information, please be sure to include your name and contact information in your request. Applicants maintain the right to lodge a complaint with a supervisory authority if they feel that appropriate measures to protect their personal information or address their concerns have not been taken.

Data Transfers

We may transfer your Applicant Information to countries other than the country in which the information originally was collected. Those countries may not have the same data protection laws as the country in which you initially provided the information.

If you are located in the EEA, we comply with applicable legal requirements by protecting your Applicant Information when it is transferred to countries outside of the EEA that have not been recognized by the European Commission as providing an adequate level of data protection. We take all appropriate steps to ensure such a level, including by concluding data transfer agreements incorporating the European Commission’s Standard Contractual Clauses and, in case of transfers to the U.S., by transferring your Applicant Information to a company certified under the EU-U.S.

Privacy Shield framework developed by the U.S. Department of Commerce and the European Commission regarding the transfer of personal information from the EEA to the U.S. In particular, with respect to transfers of Applicant Information to our affiliates in the U.S., our parent company Northrop Grumman Corporation and its [U.S. subsidiaries](#) are certified under the EU-U.S. Privacy Shield framework. Click [here](#) to view our EU-U.S. Privacy Shield Privacy Notice.

If you are located outside the EEA, you acknowledge that we may transfer the information to countries in which the laws may not offer the same level of data protection as the laws of your own country.

How We Protect your Information

We maintain appropriate technical and organizational safeguards designed to protect your Applicant Information against accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or use.

Data Retention

Park Air Systems may retain your Applicant Information only for evaluation for employment in connection with the application process for a period of 6 months from the end of the recruitment process for the job position applied by you. If your application is successful, Park Air Systems may retain your Applicant Information for as long as is necessary in connection with any employment relationship.

Updates to this Privacy Notice

This Privacy Notice may be updated periodically to reflect changes in our privacy and data protection practices. We will notify you of any changes to this Privacy Notice by indicating at the top of the notice when it was most recently updated.

How to Contact Us

If you would like to exercise your rights or obtain a copy of our data transfer agreements, or if you have any questions or comments about this Privacy Notice or the processing of personal information in connection with your application, please contact us at: Recruitment2@uk.parkairsystems.com.