

AIRBUS

For Airbus Helicopters Japan Ltd.
**INTERNAL General Data Protection Regulation (GDPR) &
Japanese Act on the protection of Personal information
DATA PRIVACY NOTICE related to AHJ intranet application / process**

Introduction

As an Airbus employee protection of your privacy and Personal Data is an important concern to which Airbus pays special attention throughout our business processes. This privacy notice is to let you know how Airbus looks after your personal information concerning the processing for the Airbus application called AHJ website. This includes what you tell us about yourself, what we learn by having you as an employee. This notice also tells you about your privacy rights and how the law protects you.

Airbus SAS and its affiliates (also known as, “Airbus”, or “we” or “us”) including Japan country committed to protecting the rights of individuals in line with the **General Data Protection Regulation (reference EU2016/679)** of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of Personal Data and on the free movement of such data (hereinafter referred as : ‘GDPR’) as well as each applicable national Personal Data protection laws and regulations (collectively referred as “Data Protection Laws and Regulations”).

Airbus SAS and its affiliates (also known as, “Airbus”, or “we” or “us”) also committed to apply the Japanese Act on the Protection of personal information entered into force on May 30th 2017

This document refers to the Airbus Processing: AHJ website (Google analytics software)

What is Personal Data?

Personal Data

Personal Data is information that can be used to identify a person either directly or indirectly (hereinafter referred as: ‘Personal Data’). A ‘personal identifier’ is a piece of information that can identify an individual. This definition covers a wide range of personal identifiers to constitute Personal Data, including name, address, email address, identification number, location data or online identifier.

Special Category Personal Data

Special category is any Personal Data which relate to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sexuality and includes genetic data, and biometric data where processed to uniquely identify an individual (hereinafter referred as ‘Special Category Personal Data’).

Which sources and what Personal Data do we use?

Especially for this processing and regarding website visitors: the here below personal Information / data will be collected / used and processed:

- IP address
- Logs activity

What are the purposes of the processing of your Personal Data?

To fulfill your contract of employment and to provide efficient management of Airbus activities, we use your Personal Data for the following purposes such as:

- Surveys, newsletters
- IP rights management
- Company law duties and mandates management

What is the legal basis for processing of your Personal Data?

As a responsible company, we need a lawful basis for collecting and/or processing your data. We generally rely on a number of grounds (reasons) for our business processing.

We process your Personal Data in accordance with the provisions set out in the GDPR and the relevant applicable Data Protection Laws and Regulations (japan ones). The legal basis for processing your Personal Data is:

1. **To comply with contractual obligations.**

When you subscribe to a particular service through the Website, the purposes of processing your Personal Data are primarily determined by that service and we will process your information so that we can provide that service to you.

2. **On the basis of Airbus' legal obligations or in the public interest.**

Airbus, as any other company, is subject to legal obligations and regulations. In some cases the processing of your Personal Data will be necessary for Airbus in order to fulfil these obligations.

Who will receive your Personal Data?

- Authorized persons working for or on behalf of Airbus;
- Airbus Group SE and affiliates of Airbus, on a need-to-know basis for the purposes as outlined in this Privacy Notice;
- Our agents, service providers and advisers (e.g. Third party service providers and advisers providing the variety of products and services we need such as selected Payroll & time management Software as a Service provider, IT maintenance and support, procurement services, compliance and security services, etc.);
- Other authorized third parties in connection with a reorganization or sale of Airbus businesses and/or assets;
- Law enforcement or government authorities where necessary to comply with applicable law.

Which countries will Airbus transfer Personal Data to?

Our Binding Corporate Rules (BCR) allow us to transfer Personal Data within our international organization while ensuring appropriate safeguards (BCR are accessible on Airbus website <http://www.airbus.com>), and they include a list of countries (below) which are structured to allow us to transfer Personal Data to the countries where we have a presence.

Algeria, Australia, Belgium, Brazil, Canada, Chile, China, Czech republic, Denmark, Egypt, Finland, France, French Guyana, Germany, Greece, Hong Kong, Hungary, India, Indonesia, Ireland, Italy, Japan, Kazakhstan, Libya, Malaysia, Mexico, Morocco, Netherlands, New Zealand, Norway, Oman, Philippines, Poland, Qatar, Romania, Russia, Saudi Arabia, Singapore, Slovakia, South Africa, South Korea, Spain, Sweden, Taiwan, Tanzania, Thailand, Tunisia, Turkey, United Kingdom, United States of America, Uruguay, United Arab Emirates, Vietnam.

With regard to this processing, the Personal Data will be hosted / stored in Japan.

How long will your Personal Data be stored?

We process and store your Personal Data for as long as is required to meet our contractual and statutory obligations. The retention of your Personal Data is determined by Data Protection Laws and Regulation especially those ones applicable for Japan and by our procedures or processes adopted in accordance with Data Protection Laws and Regulation.

Security

We use technical and organizational security measures in order to protect the data we have under our control against accidental or intentional manipulation, loss, destruction and against access by unauthorized persons. Our security procedures are continually enhanced as new technology becomes available.

What are your rights and how to exercise them?

You may at any time exercise your data protection rights:

- **Right to access/obtain a report detailing the information held about you:** You have the right to obtain confirmation as to whether or not your Personal Data is being processed by Airbus and if so, what specific data is being processed.
- **Right to correct Personal Data:** You have the right to change any inaccurate Personal Data concerning you.
- **Right to be forgotten:** In some cases, for instance, when the Personal Data is no longer necessary in relation to the Purposes for which they were collected, you have the right for your Personal Data to be erased.
- **Right to stop the processing of your data:** You have the right to restrict the processing of your Personal Data by Airbus, for instance when the processing is unlawful and you oppose the erasure of your Personal Data. In such cases, your Personal Data will only be processed with your consent or for the exercise or defense of legal claims.
- **Right to data portability:** Under some circumstances provided by law, you have the right to receive the Personal Data concerning you in a structured, commonly used and machine-readable format and/or transmit those Personal Data to another data controller.

To this effect, please contact Airbus Japan / Airbus Helicopters Japan Administration and HR team following the process described in the local rules and regulations, in writing either by e-mail to the Head of Administration & HR or by writing to the company address with attention to the Head of Administration and HR. Proof of identity might be requested.

How can I contact Airbus in respect of my Personal Data?

If you are unhappy with the way in which your Personal Data has been processed or should you have questions regarding the processing of your Personal Data, you may refer in the first instance to the Airbus Data Protection Officer, who is available for enquiries or complaints, at the following email address: eastasia.dataprotection@airbus.com or the email address of the Head of Administration & HR or you can write to the address below:

Airbus Japan K.K. or Airbus Helicopters Japan Ltd. To the attention of the Head of Administration & HR
Roppongi Hills Mori Tower 19F -10-1 Roppongi, Minato-ku Tokyo 106-6119 Japan

Cookies

WHAT ARE COOKIES?

Cookies are small files that may be downloaded on your device when you access and use Website. They allow the Website to recognize your device and store information about your preferences or past actions. We use cookies to record the preferences of our users, to enable us to optimize the design of our Website. They ease navigation, and increase the user-friendliness of websites and applications. Cookies also help us to identify the most popular sections of our Website. This enables us to provide content that is more accurately suited to your needs, and, in doing so, improve our service. Cookies can be used to determine whether there has been any contact between us and your device in the past.

Only the cookie on your device is identified. Personal details can be saved in cookies, provided that you have consented. For example, cookies may be used to facilitate secure online access so that you do not need to enter your user ID and password again.

If you continue browsing this Website, we understand that you accept the use of cookies. You can revoke this consent at any time. You can also manage and control the cookies we use on our Website through the use of cookies tools.

HOW CAN YOU DISABLE OR DELETE COOKIES?

If you choose not to accept cookies, you can still access and use our Website. Most browsers automatically accept cookies. You can prevent cookies from being stored on your device by setting your browser to not accept cookies. The exact instructions for this can be found in the manual for your browser. You can delete cookies already on your device at any time. However, if you choose not to accept cookies that are strictly necessary for the provision of our services provided by our Website, it may result in a reduced availability of such services.

For the purpose of statistical analysis, we use analytics tools such as Adobe Analytics, or Google Analytics. You may object at any time to the collection and analysis of statistical data regarding your access to and use of our Website by contacting us using the “contact us” function within our Website.

To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.aboutcookies.org or www.allaboutcookies.org.

Which Cookies do we use?

Google Analytics cookies

Modification of this Privacy Notice

Airbus will update this Privacy Notice from time to time in order to reflect the changes in our practices and services and also to remain compliant to Data Protection Laws and Regulations. We will inform you of any substantial modification in how we process your Personal Data.