

## SYOS Aerospace – Applicant Privacy Statement NZ & UK

SYOS is committed to protecting the privacy of everyone who applies for a role with us. This statement outlines how we handle personal information during the recruitment process, including what we collect, how we use, manage and store it, and when we may share it.

We currently operate internationally through our New Zealand and United Kingdom entities (SYOS Aerospace Limited, and SYOS Aerospace UK), and may expand into additional regions. As such, there may be situations where we need to collect, store, use, or share personal information in line with the laws and regulations of both New Zealand and the United Kingdom, plus in accordance with the laws of any other country where we may operate. This can include circumstances where information is accessed or reviewed by government agencies or trusted partners across borders. As such, this policy is designed to comply with the requirements of the New Zealand Privacy Act 2020, as well as the United Kingdom's data protection laws, including the UK General Data Protection Act 2018 and the UK General Data Protection Regulation (EU) 2016/679 (UK GDPR) at a minimum.

By applying for a role with any SYOS entity, you acknowledge that you have read and understood this Privacy Statement and accept that in applying for a role with us your information will be managed as set out below.

### 1. Purpose of collecting applicant information

SYOS collects personal information for legitimate recruitment-related purposes, including managing job applications for recruitment and selection processes. Job applications which are submitted to us can be general applications of interest, or intended for a specific job opening. The applicants submitting job applications can be internal (current employees) or applicants not currently employed by SYOS Aerospace Limited or SYOS Aerospace UK.

Certain data processing activities may be outsourced to third parties, in which case such third-party processors operate on behalf of SYOS Aerospace Limited or SYOS Aerospace UK's. In these instances, any information provided to us as part of your job application may need to be provided to these third parties, so they are able to assist us.

Examples of such recruitment related tasks can include:

- a. Assessing your suitability for employment
- b. Communicating with you throughout the recruitment process
- c. Verifying your identity, qualifications, and work eligibility
- d. Conducting reference or background checks
- e. Maintaining recruitment records
- f. Meeting legal or regulatory obligations

We will not use your information for purposes unrelated to recruitment unless required by law or with your explicit consent.

## **2. Information we collect**

During the recruitment process, SYOS may collect, use, store and disclose the following types of personal information:

- a. Full name
- b. Contact details (phone number, email address, physical address)
- c. Curriculum vitae (CV), cover letter, employment history, qualifications
- d. References and referee contact details
- e. Right-to-work documentation (e.g., passport, visa information)
- f. Interview notes and assessment results
- g. Any other information you choose to provide as part of your application

Where required by law or the role, we may also collect information such as criminal history checks or verification of professional registrations. Your consent to these checks will always be obtained before such checks occur.

## **3. How we collect applicant information**

SYOS may collect information:

- a. Directly from you (e.g., through your application, interviews, or email communication)
- b. From recruitment agencies or job-advertising platforms you use to apply
- c. From referees you have authorised us to contact
- d. From publicly available professional profiles (e.g., LinkedIn)
- e. From background-check providers, where permitted and with your consent.

## **4. Who may access your information**

Access to your personal information is limited and is only accessible by those individuals who need it for recruitment purposes, including:

- a. SYOS hiring managers
- b. SYOS Human Resources team and recruitment personnel
- c. Interview panel members
- d. External recruitment agencies assisting SYOS (where applicable)
- e. Internal or external security clearance, background-check or verification service providers (where applicable and with your prior consent)

All parties accessing your information are required to handle it securely and confidentially.

## **5. Where your information is held**

Our service providers may store your information on our behalf, and we may also hold your personal information ourselves – for instance, on servers, business computers or in physical files located on our premises.

We take reasonable steps to keep your information safe. This includes limiting access to authorised staff only, using secure systems to store digital information, and protecting access with appropriate login and security controls. Where any physical documents exist, they are stored securely and disposed of safely when no longer needed.

## **6. What happens if you do not provide certain information**

Providing personal information is generally voluntary. However, if you choose not to provide information that SYOS reasonably requires to assess your application:

- a. There may be delays in the recruitment process
- b. We may be unable to progress your application
- c. We may be unable to verify your suitability or eligibility for the role

We will always tell you when information is essential.

## **7. How long we retain applicant information**

SYOS retains applicant information only for as long as it is lawful and necessary.

- a. New Zealand: Information is kept only as long as required for recruitment or legal purposes.
- b. United Kingdom: Under UK GDPR, information is retained only for the period necessary for recruitment and compliance obligations.

In practice, SYOS generally retains unsuccessful applicant information for up to 12 months, unless you request earlier deletion or consent to a longer retention period (e.g., to be considered for future roles).

Successful applicant information becomes part of the employee record and is retained in accordance with employment-related retention requirements.

## **8. Internet use**

While we take reasonable steps to maintain secure internet connections, sending Personal Information over the internet is done at your own risk. Our website may contain links to third party sites, each of which has its own privacy policy governing how your Personal Information is handled. We recommend reviewing those policies before providing any Personal Information to those sites.

## **9. Automated decision making**

In recruitment processes where the volume of the applicants, volume of the open positions, or other similar reasons may cause SYOS a substantive administrative burden, SYOS may use automatic recruitment decisions in the first phases of the recruitment. The decision making is based on the information the applicant has given regarding their education, certifications and work experience as well as possible competence evaluation questionnaires (completed by the applicant themselves). This data is then automatically reflected to the pre-defined requirements set for the open position(s) in question and presented for the

applicants in the job advertisement (e.g. language skills, education requirements, previous experience etc.).

As a result of the automatic recruitment, an automatic decision is produced regarding whether the applicant's attributes and qualifications are suitable for the position. Based on this decision, the applicant is either invited to the next round of recruitment, or the applicant is not progressed.

If you would prefer that your application is reviewed without the use of automated screening, or if you would like more information about how we may use these tools and how they operate, you can contact us at [insert contact details]. We will ensure that a member of our recruitment team reviews your application. If you require any adjustments to our recruitment process — including alternative application formats or additional support during the interview process — please let us know and we will be happy to accommodate you.

## **10. Your rights to access, correct, or delete your information**

You have the right to:

- a. Request access to the personal information SYOS holds about you
- b. Request correction of any inaccurate or incomplete information
- c. Request deletion of your information if you no longer want it stored (subject to legal or regulatory requirements)

SYOS will respond to all requests within a reasonable timeframe and in accordance with NZ and UK law.

## **11. Privacy Breaches**

In the event of a privacy breach (or potential privacy breach), SYOS will:

- a. investigate and contain the breach promptly;
- b. assess whether the breach is notifiable under the New Zealand Privacy Act 2020 or the UK General Data Protection Act 2018 and the UK General Data Protection Regulation (EU) 2016/679 (UK GDPR);
- c. notify the affected individual(s) and the relevant country authority in which the breach occurred, currently being the New Zealand Privacy Commissioner and the UK Information Commissioner's Office (ICO) in the defined timeframe, if required; and
- d. take steps to prevent recurrence

## **12. How to make a request or ask questions**

If you wish to access, update, or delete your information, or if you have any questions about this Privacy Statement, contact us via the below:

Email: *Morwenna Tutt* – [Morwenna.Henderson@syos-aerospace.com](mailto:Morwenna.Henderson@syos-aerospace.com)

Postal address: *9 Cessna Place, Mount Maunganui, Tauranga, New Zealand 3116*

Attention: *Privacy Officer*

### **13. International cross-border disclosures of information**

If your information is processed in a country different from where you applied (e.g., NZ applicants' data processed in the UK or vice versa), SYOS ensures that appropriate safeguards are in place to comply with both NZ and UK privacy requirements and any other relevant entities and their local privacy laws also.

### **14. Changes to this privacy statement**

SYOS may update this Privacy Statement from time to time to reflect changes in legislation or recruitment practices. The most current version will always be made available upon request and displayed on our website.