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APPLICANT PRIVACY NOTICE

In order to apply for a vacancy at Kuwait Petroleum International Aviation Company Limited, Kuwait Petroleum International Lubricants (UK) Limited, or Kuwait Petroleum International Limited (hereafter “**KPIAC**”, “**KPIL UK**” or “**KPI**” as appropriate, or “**we**” or “**us**”), you will be required to provide us with information relating to you (“**Personal data**”). As a controller of your Personal data, we are committed to safeguarding the privacy of our applicants (“**you**” or “**applicant(s)**”). This notice will inform you about the processing we undertake with your Personal data during your application.

This notice will outline for you:

- what personal data we collect;
- for what purposes we use your Personal data;
- which legal basis we rely on for processing your Personal data;
- to whom we provide your Personal data;
- how long we store your Personal data;
- the rights you have in relation to your Personal data;
- where you can ask questions and make remarks.

We strive to apply the following principles when we process your personal data:

- to treat your Personal data in compliance with the law;
- to collect your Personal data only for specific purposes and not use them for purposes which do not closely align;
- to not collect more Personal data than is relevant;
- to do our best to ensure your Personal data is accurate and provide you with options to maintain its accuracy; and
- if we no longer need your Personal data, we will not store it any longer or anonymize it.

1. WHAT PERSONAL DATA DO WE COLLECT ABOUT YOU?

We will only request information from you which is necessary for your identification and the evaluation of your candidacy.

The Personal data we collect in this context includes your name, address, telephone, e-mail, year of birth, previous or current employers, sector of work as well as category, job title, years of working experience, academic background and level, your degrees, job preferences (e.g. willingness to travel), language skills, driver’s license and how you want to be notified. We may also collect your résumés, CVs, motivation letter, salary expectations, and your recruitment profile and possibly an interview report.

You will have provided us **directly** with your Personal data through your application but we may also receive further Personal data **in an indirect manner** (e.g. through your interaction with third party recruitment agencies, information we can collect from your publicly available online profile if it is related to business purposes and in as far as relevant for the function, or getting in touch with former employers you have listed as references, on the basis of our legitimate interest in learning more about you).

There may be vacancies in which the Personal data that you provide to us in the context of your recruitment is considered **sensitive Personal data** under applicable privacy laws. The law defines sensitive Personal data to entail Personal data from which we can determine or infer an individual's racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, membership of a trade union, physical or

mental health or condition, sexual life, or judicial data (including data concerning (alleged) criminal offences). Note that in the recruitment process for certain vacancies, the collection of such sensitive Personal data may be essential for our evaluation, as will be indicated in the vacancy. We will process this data only where provided by the law.

2. WHY DO WE NEED YOUR PERSONAL DATA?

Information submitted by you will be used to identify and evaluate you for the vacancy you applied for or, with your consent, for other positions we deem your candidacy suitable for.

We will not use information submitted by you for any other purpose and neither will we disclose your Personal data to third parties which would not process your Personal data for evaluating your candidacy for KPIAC, KPIL UK or KPI, as the case may be.

The processing of your Personal data is necessary for performing our evaluation of your candidacy. We will ask your consent in case we would need to process Personal data of a sensitive nature and if you would like us to maintain your candidacy for other vacancies.

If you are successful with your application some of the Personal data collected as part of this recruitment process may be transferred to your personnel file.

3. WHO HAS ACCESS TO YOUR PERSONAL DATA?

We strive to strictly limit the access to your Personal data and to protect your Personal data which is generally considered as confidential information. Only persons who have a **specific need to know within the context of their function** within KPIAC, KPIL UK or KPI (as the case may be) will have access to your Personal data. Additionally, for a candidacy for first line employees, persons employed by KPI outside of the European Economic Area (“EEA”) with the same specific need to know within the context of their function may have access to your Personal data, albeit with additional safeguards based on EU or UK Standard Contractual Clauses (“SCCs”).

The following roles can access your Personal data:

- human resources functions and managers responsible for positions for the purposes of evaluation;
- in certain cases, technical staff may also gain access to your data, but only to the extent necessary to ensure the proper functioning of our vacancy website.

We will ensure that the access to your data is **accurately secured** by applying appropriate safeguards, depending on the circumstances, considering the cost of implementation and the nature, scope, context and purposes of processing, as well as the risk. In support of this commitment, we have implemented appropriate technical, physical and organizational measures, such as passwords, encryption, access controls etc., to protect your personal data against unauthorized or accidental destruction, alteration or disclosure, misuse, damage, theft or accidental loss or unauthorized access.

We will share your Personal data with **subsidiaries, affiliated companies** and **subcontractors** (including providers that host our vacancy website, recruitment and assessment agencies) possibly located outside the EEA with no adequate level of protection, but then only with the companies involved in your candidacy and such with additional safeguards based on EU or UK SCCs. Your data will be shared in such event for the



identification and evaluation purposes of your candidacy as specified. In certain cases, those parties may also provide us with your Personal data.

When you share your Personal data with us through any recruitment agencies, you are deemed to have read and accepted this privacy notice and we will instruct our recruitment agencies to inform you thereof. We will ask these third parties to only use your Personal data in the context of the recruitment and selection services for us but we are not responsible for the processing activities that they undertake for their own purposes with your Personal data. Hence for these activities, we will ask you to check their privacy notices.

4. WHAT ARE YOUR RIGHTS?

You may access, update or delete information that you have submitted to our vacancy website or sent to us by (e)mail at all times. The vacancy website will provide you as well with an overview of the Personal data we collected. You can therefore use the tools provided on our website.

You may also send your request as detailed above to KPIAC, KPIL UK or KPI (as the case may be) at any time by sending an e-mail to the following address privacyhr@q8aviation.com. If you have any questions about this notice, do not hesitate to send your remarks to the above email. If you believe that contacting us will not solve your question, you have the right to file a complaint with the applicable supervisory authority.

Please do note that you remain responsible for the information you provide and the consequences thereof. You may not provide information that violates any privacy, confidentiality, intellectual property or business secrets of others. You are also responsible for obtaining consent from the parties from whom you provide us Personal data.

5. HOW LONG WILL WE STORE YOUR PERSONAL DATA?

Your Personal data will be retained as long as necessary to achieve the purpose for which it was collected, namely for evaluating your candidacy or as legally required or permitted by applicable law.

We will retain Personal data collected from unsuccessful candidates only for evidence purposes in accordance the relevant statutory period under applicable laws.

If you are successful with your application, some of the Personal data collected as part of this recruitment process shall be transferred to your personnel file and maintained for a longer period.

If you consent to using your candidacy for future opportunities, we will maintain your Personal data for these purposes for a reasonable period of time of two years or until you withdraw that consent and in accordance with applicable law.

6. OTHER NOTICES

We reserve the right to update this policy, if necessary, for example to comply with legislative changes, regulatory changes, new practices and procedures, or requirements imposed by any authority. The most recent version is always available on Forecourt (intranet) and the revisions will apply from the date of their publication or via the vacancy page on our external-facing website. The date on which this text was last changed can be found at the end of the document.

KPIAC - Applicant Privacy Notice



You are responsible for your own information and for the consequences of their posting. You agree not to submit information infringing on the privacy, publicity, confidentiality, or intellectual property rights of others, including information revealing trade secrets, unless you own the rights or have the owner's permission so to do. For clarity, we will not be responsible or liable for any violation of third party privacy, confidentiality or intellectual property rights arising from the information you submit to our vacancy website.

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