	<b>Airbus Group Australia Pacific Process Framework and Document Suite</b>	
	<b>No: E.2.PY.08</b>	<b>Version: 1</b>
	<b>Privacy Policy</b>	

## PRIVACY POLICY

### APPLICABILITY

This document is applicable to the following areas:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> All Airbus Group Australia Pacific | <input type="checkbox"/> Civil Helicopters       |
| <input type="checkbox"/> ARH Tiger Platform                            | <input type="checkbox"/> MRH90 Platform          |
| <input type="checkbox"/> Airbus Helicopters Composites (AHC)           | <input type="checkbox"/> P3 Orion Platform       |
| <input type="checkbox"/> C-130J Platform                               | <input type="checkbox"/> C-27J Platform          |
| <input type="checkbox"/> C-130H Platform                               | <input checked="" type="checkbox"/> Safe Air Ltd |

### 1. OVERVIEW

This Policy applies to all Airbus Group Australia Pacific Limited organisations in Australia and New Zealand ('**Airbus Group Australia Pacific**').

This Policy outlines the obligations which Airbus Group Australia Pacific has in managing the personal information we hold about our customers, potential customers, contractors and others.

Airbus Group Australia Pacific's privacy policy in respect of its employees is dealt with separately.

Airbus Group Australia Pacific is bound by the Australian Privacy Principles ('**APPs**') contained in Schedule 1 of the *Privacy Act 1988* (Cth) ('**Privacy Act**').

In summary, '**personal information**' is information or an opinion relating to an individual which can be used to identify that individual.

In this Policy the **Airbus Group** means:

- a. Airbus Group;
- b. Airbus Group Australia Pacific; and
- c. Other subsidiaries and divisions of Airbus Group.

### 1. APPLICATION OF NATIONAL LAWS

As far as the permissibility of the collection and use of personal information is concerned, the national law of the respective country where the personal information is collected and used shall apply.

### 2. COLLECTION OF PERSONAL INFORMATION


#### 2.1. Why does Airbus Group Australia Pacific collect personal information?

Airbus Group Australia Pacific collects personal information in order to conduct our business, to provide and market our products and services and to meet our legal obligations.

#### 2.2. About whom do we collect personal information?

The type of information we may collect and hold includes (but is not limited to) personal information about:

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- a. customers, business associates and potential customers and their employees;
- b. contractors and suppliers and their employees;
- c. prospective employees and employees; and
- d. other people who come into contact with a member of the Airbus Group.

### 2.3. What kinds of personal information do we collect?

In general, the type of personal information Airbus Group Australia Pacific collects and holds includes (but is not limited to): names, addresses, contact details, occupations and other information which assist us in conducting our business, providing and marketing our products and services and meeting our legal obligations.

In most cases, if personal information we request is not provided, we may not be able to supply or purchase the relevant product or service.

### 2.4. How do we collect personal information?

Personal Information you provide:

- a. Airbus Group Australia Pacific will generally collect personal information by way of forms filled out by people, face-to-face meetings, interviews, business cards, telephone conversations and from third parties.

Personal Information provided by other people:

- a. In some circumstances Airbus Group Australia Pacific may be provided with personal information about an individual from a third party.

### 2.5. Website Collection

Airbus Group Australia Pacific collects personal information from the web sites [www.airbusgroupap.com.au](http://www.airbusgroupap.com.au), [www.safeair.co.nz](http://www.safeair.co.nz), [www.safeairau.com.au](http://www.safeairau.com.au) and through the receipt of emails. We may use third parties to analyse traffic of our web sites, which may involve the use of cookies. Information collected through such analysis is anonymous.


## 3. USE OF PERSONAL INFORMATION

### 3.1. How might we use and disclose your personal information?

Airbus Group Australia Pacific may use and disclose your personal information for the primary purpose for which it is collected, for reasonably expected secondary purposes which are related to the primary purpose, and in other circumstances authorised by the Privacy Act.

In general, we may use and may disclose your personal information for the following purposes:

- a. to conduct our business;
- b. to provide and market our products and services;
- c. to communicate with you;
- d. to sell to or purchase from you;
- e. to comply with our legal obligations;
- f. to help us manage and enhance our products and services;
- g. to undertake regulatory or governance reporting;

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- h. to store and retain data;
- i. for security, defence and other trade controls; and
- j. to provide access to facilities and information services.

### 3.2. To whom might we disclose your personal information?

We may disclose your personal information to:

- a. other members of the Airbus Group;
- b. other companies or individuals who assist us in providing products or services or who perform functions on our behalf (such as specialist consultants); and
- c. anyone else to whom you authorise us to disclose it.

### 3.3. Sending information overseas

We will not send your personal information to recipients outside of Australia without:

- a. obtaining your consent (in some cases this consent will be implied); or
- b. otherwise complying with the APPs.

Airbus Group Australia Pacific may disclose your personal information without your further consent to other members of the Airbus Group, including members located outside Australia. In complying with the APPs, we will take reasonable steps to ensure that such recipients respect the confidentiality of this information by abiding by relevant privacy laws.

### 3.4. Sensitive information

Some personal information which we collect is '**sensitive information**'. We will only collect this information with your consent. Sensitive information includes: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences and criminal record that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or where certain other limited circumstances apply (for example, where required by law).

## 4. MANAGEMENT OF PERSONAL INFORMATION

### 4.1. Management of personal information


The APPs require us to take reasonable steps to protect the security of personal information. Airbus Group Australia Pacific personnel are required to respect the confidentiality of personal information and the privacy of individuals.

Airbus Group Australia Pacific takes reasonable steps to protect personal information held from misuse and loss and from unauthorised access, modification or disclosure (for example by use of physical security and restricted access to electronic records).

Where we no longer require your personal information for a permitted purpose under the APPs, we will take reasonable steps to destroy it.

### 4.2. How do we keep personal information accurate and up-to-date?

Airbus Group Australia Pacific endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. We encourage you to contact us in order to update any personal information we

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hold about you. Airbus Group Australia Pacific's Privacy Officer's contact details are set out below.

#### **4.3. You have the ability to use a pseudonym or remain anonymous**

If you feel uncomfortable with the disclosure of your personal information you have the ability to remain anonymous or to use a pseudonym. Please contact the Airbus Group Australia Pacific Privacy Officer if you wish this to occur.

#### **4.4. You have the ability to gain access to your personal information**

Subject to the exceptions set out in the Privacy Act, you may gain access to the personal information which Airbus Group Australia Pacific holds about you by contacting the Airbus Group Australia Pacific Privacy Officer.

We will require you to verify your identity and to specify what information you require. A fee may be charged for providing access. We will advise you of the likely cost in advance.

#### **4.5. Updates to this Policy**

This Policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and the changing business environment. The most current version of this Policy is located at [www.airbusgroupap.com.au](http://www.airbusgroupap.com.au).

#### **4.6. Further Information**

If you would like further information about this Policy or have a query please contact Airbus Group Australia Pacific's Privacy Officer.

#### **4.7. Complaint Mechanism**

If you wish to make a complaint concerning the Airbus Group Australia Pacific's Privacy Policy or a possible breach of the APPs by Airbus Group Australia Pacific or its subsidiaries please contact Airbus Group Australia Pacific's Privacy Officer.


When a complaint is made, the Privacy Officer in charge will respond to the complaint within a reasonable time.



If any infringement of the this Policy or the APPs is found, Airbus Group Australia Pacific will take all necessary measures to rectify the non-compliance within reasonable time limits and inform you of the corrective action.

#### Contact Details:

Mr Brett Barratt  
Privacy Officer  
Airbus Group Australia Pacific Limited  
616 Comper Street  
Bankstown Airport, NSW, 2200  
PO Box 227  
Bankstown, NSW, 1885  
T: +61 (0)2 8241 2080  
F: +61 (0)2 9794 9944  
M: +61 (0)405 324 859  
E: [brett.barratt@airbus.com](mailto:brett.barratt@airbus.com)  
W: [airbusgroupap.com.au](http://airbusgroupap.com.au)

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Authorisation	
 Signature Alex Griffith, Director Legal and Compliance	21/11/2016 Date
 Signature Brett Barratt, Compliance Officer	22/11/2016 Date

#### REFERENCE DOCUMENTATION

##### EXTERNAL AND INTERNAL NON PFDS DOCUMENTATION

	Document Reference	Document Title
[1]	Nil	

##### RELATED PFDS POLICIES AND PLANS

	PFDS Reference	Document Title
[2]	Nil	

##### RELATED PFDS PROCEDURES AND INSTRUCTIONS

	PFDS Reference	Document Title
[3]	Nil	

##### RELATED PFDS FORMS

	PFDS Reference	Document Title
[4]	Nil	