

Western Aircraft Privacy Policy

This privacy policy will explain how the Company uses the personal data we collect from you when you use the Company website, submit an application, provide employment information or use the Company email system.

Topics:

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What data do we collect?

The Company collects the following data:

- Personal identification information (Name, email address, home address, phone number, etc.)
- Other employment related information

How do we collect your data?

You directly provide the Company with most of the data we collect. We collect data and process data when you:

- Submit an application for employment providing us with name, phone number, email, address, work and education history, etc.
- Pre-employment screenings
- Accept employment and complete new hire information for payroll and benefits.
- Use or view the Company website via your browser's cookies.

The Company may also receive your data indirectly from the following sources:

- Federal and State agencies during pre-employment screenings.

How will we use your data?

The Company collects your data so that we can:

- Review your application for employment.
- Email or call you with regards to possible interviews, job offers, employment related concerns, etc.
- Employment related communications such as facility closures, emergencies, etc.

If you agree, the Company will share your data with the Company third-party partners so that they may offer you their products and services.

- Greenwich AeroGroup and other third-party partners for payroll, benefits, training, performance reviews, email, etc.

When the Company processes your application, it may request additional information needed to complete the employment process and for continued employment related needs.

How do we store your data?

The Company securely stores your data in a restricted access file server, paper employment records stored in secure limited access cabinets, and an encrypted, restricted backup in the Cloud.

The Company will keep your employment application for three (3) years from application date and your employment records for seven (7) years after your termination date. Once this time period has expired, we will delete your data by shredding paper records and electronic files are deleted from the restricted access file server. Deleted files remain in the encrypted, restricted backup in the Cloud.

Marketing

The Company will not use your data for marketing purposes. Your likeness may be used for pictures on the Company website or power point presentations. You may request that your image not be used.

What are your data protection rights?

The Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access - You have the right to make a request to the Company for copies of your personal data while you are an active employee. Terminated employees do not have access to their prior personnel file.

The right to rectification - You have the right to request that the Company correct any information you believe is inaccurate. You also have the right to request that the Company completes information you believe is incomplete.

The right to erasure - You have the right to request that the Company erase your personal data, under certain conditions.

The right to restrict processing - You have the right to request that the Company restrict the processing of your personal data, under certain conditions.

The right to object to processing - You have the right to object to the Company's processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that the Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at the Company email: hr@westair.com

Or write to us: 4300 S. Kennedy St., Boise, ID 83705 Attn: Human Resources

What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit the Company website, we may collect information from you automatically through cookies or similar technology.

For further information, visit allaboutcookies.org.

How to manage cookies

You can set your browser not to accept cookies, and the above link tells you how to remove cookies from your browser. However, in a few cases, some of the Company website features may not function as a result.

Privacy policies of other websites

The Company website contains links to other websites. The Company privacy policy applies only to the Company website, so if you click on a link to another website, you should read their privacy policy. In addition, the third-party partners for payroll, benefits, training, etc. all have privacy policies. Please take the time to read their policies.

Changes to the Company privacy policy

The Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on February 1, 2023.

How to contact us

If you have any questions about the Company's privacy policy, the data we hold on you, or you

would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: HR@westair.com

Or write to us at: 4300 S. Kennedy St., Boise, ID 83705 Attn: Human Resources

How to contact the appropriate authority

If you are a California resident, should you wish to report a complaint or if you feel that the Company has not addressed your concern in a satisfactory manner, you may contact the California Privacy Protection Agency.