

## European Pilot Selection and Training BV

### Privacy Policy

We hereby present the privacy policy used at EPST.

In this policy we describe how EPST deals with your personal information.



## **Pre-amble**

This privacy policy statement is used to inform users of EPST software or selection services regarding our policies with; the collection of, use and disclosure of Personal Information that we collect for providing and improving the services EPST provides. We will not use or share your information with anyone except as described in this privacy policy.

This policy will explain where we store your Personal Data and we will explain for what means we use your Personal Data.

Through this policy statement we will inform you of your rights regarding Personal Data and we will inform you on how to exercise these rights.

We may update our Privacy Policy from time to time. Thus, we advise you to review this page regularly for any changes. We will notify you of any changes by posting the new Privacy Policy on our website [www.epst.com](http://www.epst.com). The changes are effective immediately after they are posted on our website.

Eric Duijkers

Managing Director

EPST Group

## **Content**

- 1 European Pilot Selection and Training.
- 2 Why does EPST need Personal information?
- 3 Users.
- 4 Duration of the storage of Personal Data.
- 5 Security.
- 6 Your rights
- 7 Obligations.
- 8 Permission.

## 1 European Pilot Selection and Training

You are now reading the Privacy Policy Statement of EPST.

European Pilot Selection & Training (EPST) is able to offer airlines and training organization customers a complete training solution with a philosophy that is unique in the industry. EPST uses the EPST owned COMPASS® selection tool.

European Pilot Selection & Training (EPST) provides a complete ab-initio pilot training program. After successful completion of the program, EPST will provide support to successful graduates until a first pilot job has been obtained with one of the major airlines. EPST is an EASA approved ATO (NL-ATO-37) and JAR-STD operator.

The COMPASS® test, Advanced COMPASS® test and CPP tests are digital testing aids for selection or screening of people whom pursue a career as an airline pilot. EPST also performs pilot selection and screening services for third party companies such as airlines. The EPST selection systems are a part of their selection process.

In order to perform the selection or screening tasks the EPST COMPASS® selection system will require the candidate to share personal information. It is therefore of the utmost importance that you are properly informed and fully aware what is being done with your personal information and that you are properly informed on what to do should you not agree with our policies.

Should you at any time not feel comfortable about the use of your personal information then please contact EPST.

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EPST is as a Dutch registered limited company, EPST is represented by its Director Mr. Eric Duijkers.

## **2 Why does EPST need personal information?**

EPST needs to collect some personal information to perform the tasks requested. The reasons why EPST does this are explained below.

### **Pilot selection services using COMPASS®**

The COMPASS® test, Advanced COMPASS® test and CPP tests are digital testing aids for selection or screening of people whom pursue a career as an airline pilot. EPST also performs pilot selection and screening services for third party companies such as airlines. The EPST selection systems are a part of their selection process.

In order to perform the selection or screening tasks the EPST COMPASS® selection system will require the candidate to share personal information such as:

Full Name, Address, Postal code, City, Country, Telephone number, e-mail address and date of birth.

This information is linked to tests results generated by the COMPASS® selection system. EPST requires to retain your personal information to be able to uniquely identify and match the tests results to you.

The linked personal information and test results contain test results with regard to:

Eye, hand, foot coordination, mathematics, physics, multiple task execution, orientation, interpretation of instruments, spacial orientation, aviation English, understanding and logic interpretation of written statements.

EPST reserves the right to alter the content of the tests without prior announcement provided that the purpose for the test remains selection or screening services.

The mentioned information is held by EPST in a database on a dedicated server. EPST will ensure for the appropriate protection of this server.

### **3 Users**

The results generated by the COMPASS® system may be shared with third parties such as airlines you have applied to. The third party users use your information for selection/screening purposes only. You will be asked by EPST to provide written consent that you were made aware of the privacy policy and that you were actively informed about EPST sharing your personal information with the third party users.

### **4 Duration of the storage of Personal Data**

In cooperation with the Dutch National Authority, EPST has determined that we will hold your personal information for the duration of five years.

After this term your personal information will be removed from our systems and test results will be made anonymous and used as reference material only. It will then be no longer possible to link any test results to you personally.

### **5 Security**

In those cases that EPST produces hard copies of your test results, these results will also be presented to you. During a pilot selection or screening process the copies are used to support the selection process. The hard copies will be retained in your personal folder and will be held in locked fire proof filing cabinets that may only be handles by qualified EPST personnel.

Your visit to the EPST website is protected with a SSL security certificate, this certificate ensures that the connection with our server remains private. You are able to recognize this security measure identifiable by the little pad-lock in your browser.

## **6 Your rights**

### **Right to Inspect**

You have the right to inspect any personal data EPST has gathered of you. You can do this by sending an e-mail to EPST or contact EPST directly by telephone with your enquiry.

You will then receive an overview of the data kept at EPST.

### **Right to correction**

Is your personal information held at EPST incorrect? Or is the data out dated? You have the right to have the information corrected. To make use of this right please send your e-mail request to [info@epst.nl](mailto:info@epst.nl), please add a copy of your passport or id card but do not forget to blank out your photo and social security number.

### **Right of Transfer**

You have the right to ask EPST to transfer your information to anyone you feel whom has the right to your data. Upon your formal request EPST will transfer your personal information directly to the other party.

### **Right to remove information**

When you do not want EPST to hold your information you have the right to request EPST to remove all personal data from the EPST systems. After your formal request EPST will remove your personal data from her systems.

### **Right to complain**

You have the right to file a complaint with the authority, When you believe that EPST has not treated your personal data correctly then we advise you to contact the Data Protection Act Supervisor:

[https://edps.europa.eu/data-protection/our-role-supervisor/complaints/complaint-form\\_en](https://edps.europa.eu/data-protection/our-role-supervisor/complaints/complaint-form_en) and file your complaint.

### **Right to stop using your data**

Should you wish that EPST stops using your personal data then you have the right to request EPST to stop using your data. To make use of this right please send your e-mail request to [info@epst.nl](mailto:info@epst.nl), please add a copy of your passport or id card but do not forget to blank out your photo and social security number.

We strive to give you a response within one week.

## **7 Obligations**

EPST uses personal information for a justifiable cause namely in interest of aviation safety. The proper selection of qualified pilots for the airline industry is paramount. Your information will not be sold to third party users for commercial gain.

The information used by EPST is the minimum information required to be able to deliver highly trained and qualified pilots to the industry.

EPST reserves the right to reveal your personal information should EPST be asked to do so by law. EPST will only present your personal information in such cases when we feel that the request for such information is justified or in order to protect the security of EPST against any legal action. Under these circumstances EPST will respect your right to your privacy.

## **8 Permission**

Prior to any form of retention or registration of your personal information EPST will ask you to agree and issue consent to allow EPST to register you and collect your personal data.

This consent will be given by underwriting the EPST privacy statement. EPST will ensure that you are fully aware of the EPST Privacy Policy and that you fully understand the policy before you sign the consent form.