



## CUBIC

### Applicant Privacy Notice

Cubic uses a global Recruiting System to receive, process and further handle job applications.

This Applicant Privacy Notice ("Notice") provides you, as an applicant, with information on how the local Cubic entity, at which you apply for a position, collects, processes and uses your personal data.

#### **1. Collection, processing and use of applicant data**

If you apply for a position at Cubic de Mexico, S.A. de C.V. ("Cubic Mexico"), Cubic Mexico is the data controller and responsible for the collection, processing and use of your personal data. In the course of the application process, an applicant may provide the following categories of personal data to Cubic Mexico and Cubic Mexico may process and use, primarily through the Recruiting System, such categories of personal data. Certain data fields are required for an application; otherwise Cubic Mexico is not able to process your application. Certain other data fields are optional. At the time when the application is submitted via the Recruiting System, only those data fields that are required are marked with an asterisk.

- Personal identification data of the applicant:  
First and last name, address, country, personal e-mail address, personal telephone number
- Education and work experience of the applicant:  
Information on work experience, educational background, other experience
- Other application data:  
Information provided by applicant in the CV, language skills, information on websites stated by applicant in the application which show professional skills or a portfolio (to the extent relevant to the position and only if elected to be provided by the applicant), desired salary if elected to be provided by the applicant, work permit requirement, any disability to the extent additional adjustments/support are required in relation to the interview process.
- Information regarding a potential conflict of interest:  
The role of any close family member (which means a parent, grandparent, spouse, child, or grandchild) who works for Cubic Mexico.
- Information collected during interviews:  
Information from notes taken during your interview, such as answers to questions about your job experiences, skills, abilities, certifications, education. This information will be retained in hard copy format in your personnel file (if you are offered and accept a role with Cubic) or promptly destroyed (if you are not offered a role with Cubic or you do not consent for us to retain these notes in your applicant file).



## Background check information:

Information obtained through reference checks, such as confirmation of your work or education history or personal references. This data is only obtained for applicants who have been successful at interview stage with Cubic Mexico.

It is noted that the data described in sections: "Other Application Data", in particular information about disabilities may be considered by law as sensitive personal data. Therefore, Cubic Mexico requires your express consent for the processing of this data.

## **2. The purpose of the collection, processing and use of applicant data**

Cubic Mexico collects, processes and uses the applicant data for the following purposes:

- to determine the qualifications for the position to which applicant applied
- to determine eligibility as a potential employee at Cubic Mexico (including eligibility to work in Mexico) and to avoid any conflicts of interest, in particular, impermissible reporting line relationships within Cubic Mexico (which will not automatically disqualify your application from consideration)
- to communicate with applicant
- in case of positive hiring decision, to use the data to carry out the employment relationship.
- to track sources of application to allocate internal hiring budgets
- to tailor the application questionnaire to the local law requirements
- settlement of expenses incurred by an applicant for the application procedure;
- internal control and company security;
- to establish or defend legal claims (if applicable), and to comply with applicable laws and regulations (including regulatory investigations and related internal investigations).
- in case of an interview, to reimburse the applicant for costs of travel
- in case of an interview, to make any adjustments to the interview process or location as required because of the applicant's disability or medical condition
- to notify you of future job opportunities including with other companies within the Cubic international group of companies. Your data, for this purpose will be obtained for up to 2 years.

## **3. Transfer of applicant data**

### **a) Transfer to Workday**



The applicant data of Cubic Mexico are hosted on the global Recruiting System, currently operated by Workday Inc., 6230 Stoneridge Mall Road, Pleasanton, CA 94588, USA („Workday"). The global Recruiting System is hosted on servers in the United States, Ireland and the Netherlands.

#### **b) Transfer within the Cubic Group for hiring decision**

As Cubic Mexico is part of an international group of companies (the "Cubic Group"), operating around the globe, Cubic Mexico may share applicant data with other affiliates of the Cubic Group (in particular Cubic Corporation in the US) at which the future line manager or supervisor for the position or other HR managers that are responsible for hiring decisions are located. Those individuals will process and use the applicant data in order to determine the qualifications for the position to which applicant applied, to determine eligibility as a potential employee at Cubic Mexico, to avoid any potential conflict of interests at Cubic workforce, and to communicate with applicant. Access will be provided on a need-to-know basis only. A list of the affiliates of the Cubic Group can be found here: <https://www.cubic.com/about/locations>

#### **c) Transfer to third party and intra-group service providers:**

Cubic Mexico may contract with third party service providers or other affiliates of the Cubic Group, each acting as data processors, as part of their normal business operations (e.g. recruitment/selection agencies, human resources specialists, data storage/hosting providers, application support and (online) application platform providers and IT service providers). Cubic Mexico will diligently choose such service providers and endeavor that such service providers adopt adequate technical and organizational security measures to safeguard the applicant data, and use the applicant data only as per their instructions and for no other purpose.

#### **d) Transfer to other third parties:**

For the purposes listed under 2. above, Cubic Mexico may also need to make the applicant data available to other third parties when and if required by law, such as: administrative authorities, courts, law enforcement and/or regulatory authorities.

#### **e) International Data Transfer**

To the extent that any of the above mentioned recipients are located outside of Mexico, Cubic Mexico will take all necessary steps to adequately protect the applicant data. Where required by applicable law, Cubic Mexico will put in place appropriate safeguards with the recipients.

### **4. Your Rights**

You have the right to access, rectify, block, delete or oppose to the processing of your applicant data in accordance with the applicable data protection law. You may also choose to revoke consent previously granted for the processing as provided by law. In addition, when you use the Recruiting System to apply for a position, you may confirm that you do not wish to be notified of future job opportunities, and that you only want Cubic Mexico to use your application for the purpose of considering your suitability for the specific position for which



you applied. If you have objections or concerns about the processing (including transfer) of your Personal Data, or you would like to know whether there are any options, additional choices and/or mechanisms that may exist for limiting the processing or the transfer your information, please contact us at Data Privacy Officer, Cubic Corporation, 9333 Balboa Avenue, San Diego, CA 92123 or via email at [dataprivacy@cubic.com](mailto:dataprivacy@cubic.com). If you tell us that you do not wish to be notified of future job opportunities, please let us know at [Name, Address] or via email [insert details]. This will not affect or prejudice a hiring decision by Cubic.

If you want to exercise your rights, or if you want to make a complaint regarding the processing of your applicant data, please contact Data Privacy Officer, Cubic Corporation, 9333 Balboa Avenue, San Diego, CA 92123 or via email at [dataprivacy@cubic.com](mailto:dataprivacy@cubic.com). Our representatives will inform you of the following: (i) the information you need to provide for purposes of demonstrating your identity or your representative's personality and the information or documentation that should accompany the application; (ii) the time that we will take to respond to your request; (iii) the way you must submit your application, including the template, if any available; and (iv) the mode or means of reproduction we will use to provide you with the requested information (which will generally be simple copies or electronic documents).

## **5. Changes to Privacy Policy**

Cubic Mexico retains the right to make changes at any time or update to this Privacy Notice. The amended notice will be posted on our website, on our intranet or delivered to you via email or some other means of communication. You will be able to verify that the Notice has been modified since we will always include the date of last update. Should Cubic Mexico make any substantial amendment in the processing of your personal data, we will let you know via a notification to your email or by disclosing these amendments on our website. Any amendment to our Privacy Notice will become effective the day after it is published on our website. If you disagree with the changes, please contact Data Privacy Officer, Cubic Corporation, 9333 Balboa Avenue, San Diego, CA 92123 or via email at [dataprivacy@cubic.com](mailto:dataprivacy@cubic.com).