

## **Privacy Statement**

This Privacy Statement documents how Reliance Aerotech Services Inc. ("Reliance Aerotech Services") collects, uses, and discloses individually identifiable information ("Personal Information") that we obtain through our Website. Please read this information carefully. By using this Website, and/or submitting any Personal Information, you expressly consent to the terms in this Privacy Statement.

### **Collection of Personal Information**

We collect various categories of Personal Information on this Website. If you submit an inquiry or question via an online form or email, we may collect your name, email address, or other Personal Information contained in that correspondence. If you are a potential job Candidate, we may collect your name and contact details, information about your employment objectives, past and current employment and professional experience, educational background, language skills, and other data that you provide online through a form or a resume. If you are a Customer or potential Customer, we may collect your name, contact details, title or position, products or services requested, or other information that you provide via online forms or email correspondence. With respect to all Website visitors, we do not wish to collect any "sensitive" Personal Information, such as racial or ethnic origin, age, political, religious, or philosophical beliefs, sexual life, social security or other government identification numbers, trade union membership, health or medical conditions, or criminal history unless legally required for staffing and recruiting purposes.

### **Use of Personal Information**

We may use Personal Information to respond to your inquiries and answer your questions, to provide you with requested information, and to undertake activities in connection with the conduct and management of our staffing and recruiting services, such as evaluating candidate qualifications, contacting potential candidates for further Personal Information, contacting named references, and communicating with Customers about potential candidates. We also may use Personal Information for the purposes of testing and maintaining our company databases, networks, and computer systems, and for training and other internal purposes.

### **Disclosure of Personal Information**

We may share Personal Information with our offices within the Team Reliance™ Group of Companies where necessary or appropriate in connection with the performance of our staffing and recruiting services.

We reserve the right to disclose Personal Information to third party subcontractors, including information technology providers and business process outsourcing providers, in order to help support our business operations. We also reserve the right to disclose Personal Information in connection with the sale, assignment, or other transfer of all or part of the business, or where we believe such disclosure may be required by law or may be appropriate in connection with any legal claims. We may also use, disclose, or otherwise process any information for statistical or any other purposes that we choose in our sole discretion, as long as such information is not in personally identifiable form.

### **Website Usage Data**

Like many websites, we passively collect data about website usage through various means. We use Internet protocol (IP) addresses to identify server problems, administer the Website, and compile aggregated statistics for marketing and research purposes. We use navigational data, including log files and click-stream data, to identify information about your web browser and operating system, and the time period in which you visit the Website or a portion of the Website. This information is used to administer the Website, improve site content, and compile aggregated statistics for research purposes. We also use

small text files called "cookies" that are sent to the hard drive of your computer to store bits of information related to your use of the Website. You may configure your Internet browser to reject cookies. However, if you do so, you might not be able to access important functions or enjoy certain conveniences at this Website. We typically do not combine passively collected data with actively collected Personal Information, and therefore passively collected data should not become linked to your identity.

### **Security of Personal Information**

Reliance Aerotech Services maintains reasonable technical and organizational measures to protect Personal Information from loss, misuse and unauthorized access, disclosure, alteration and destruction. To the extent that we disclose Personal Information to third party subcontractors, we require that such third parties also maintain reasonable security and confidentiality measures and use the Personal Information in accordance with our instructions. In addition, where we disclose Personal Information to Customers and other third parties mentioned in the foregoing paragraphs, we will request that they properly protect the security and confidentiality of such information, and otherwise process such data in accordance with applicable law.

### **Password-Protected Areas**

Certain areas of the website are password-protected and reserved for Candidates, Employees and Customers. It is your responsibility to safeguard any password and user ID that you have to access these portions of the Website, and to notify our [Privacy Officer](#) if you ever suspect that this password and/or user ID has been compromised. You are solely responsible for any unauthorized use of this Website conducted via your password and user ID.

### **Access to Personal Information**

Reliance Aerotech Services wishes to maintain Personal Information that is accurate, current, and complete.

If Personal Information that you previously submitted to our website has changed, please visit the Login page at the Employment Center and submit your new information using the appropriate areas. Upon a user's written request, Reliance Aerotech Services will use commercially reasonable efforts to functionally delete the user and his or her Contact Information from our database; however, it may be impossible to delete a user's entry without some residual information because of backups and records of deletions.

### **Links to Other Internet Sites**

The Website may provide links to other third-party Internet sites. Despite these linkages, or any references to Reliance Aerotech Services at those Internet sites, this Privacy Policy applies to this Website only. Reliance Aerotech Services is not responsible for the privacy practices of such Internet sites.

### **Foreign Visitors**

This Website is hosted on our computer servers in the United States. If you reside in a jurisdiction outside the United States, by using the Website or submitting any Personal Information, you expressly consent to the transfer of Personal Information to the U.S. and other jurisdictions as described in this Privacy Policy, some or many of which may have data protection laws that differ from the laws in your home country.

### **Changes to Our Privacy Practices**

Reliance Aerotech Services reserves the right to change or amend our privacy practices as described herein and issue amended versions of this Privacy Policy from time to time in its sole discretion, as permitted by applicable law. If we make a material change to this Privacy Policy, we will post the revised policy on this web page.

Nothing in this Privacy Policy is intended to create an agreement or contract between Reliance Aerotech Services and any person or entity using this Website or providing any Personal Information.

### **Contact Information**

If you have any questions about this Privacy Policy, please contact:

By Email:

[privacy@relianceaerotech.com](mailto:privacy@relianceaerotech.com)

By Mail:

Privacy Officer  
1161 Murfreesboro Pike, Suite 410  
Nashville, Tennessee  
37217