



## **PRIVACY NOTICE**

# **Related to Airbus Partner Portal onboarding**

*Document updated in March 2026*

## **Introduction**

Airbus SAS and its Affiliates<sup>1</sup> (also known as, "Airbus", or "we" or "us") wants you to feel comfortable when accessing and using Airbus Partner Portal and/or working with Airbus. Airbus is committed to protecting the privacy of individuals and to complying with applicable personal data protection laws and regulations. Personal Data collected to access and use Airbus Partner Portal is processed by us according to General Terms and Conditions to access and use of Airbus Partner Portal signed by your Company in the course of its business activity with Airbus.

This Privacy Notice will inform you of the Personal Data we collect when you access/use the Airbus Partner Portal; how we use and disclose your data; how you can control the use and disclosure of your data; and how we protect your personal data. However, Airbus Partner Portal will include links to other portals or applications which are not necessarily covered by this Privacy Notice. In this event, we encourage you to carefully read the privacy policies of such portals or applications.

## **1. What is personal data?**

Personal data is information that can be used to identify a person either directly or indirectly. It includes information such as name, contact details, identification numbers, financial data, location data or online identifiers.

---

<sup>1</sup> Affiliates meaning any legal entity where Airbus SE as parent company owns directly or indirectly 50% or more of the shares and/or voting rights and/or the right to appoint the majority of the Directors of the Board

## 2. Which sources and what personal data do we use?

Before accessing to Airbus Partner Portal at first company registration, Airbus will collect directly from the User Entity Administrator appointed in your Company ("UEA"), the following User and Administrator Personal Data:

- **Identification data:** Administrator title, first name and family name, date and city and country of birth, nationalities, signature
- **Professional data:** company legal name, postal address and country, post code, country, professional phone number, professional email address
- **IT data:** the date and length of visit to the site, the pages you view, cookies and other trackers and digital activity (IP Address, Unique ID, access logs and activity logs)
- **Account information** (role and permissions, settings and preferences, login, password)

To create an Airbus accounts to access and use Airbus Partner Portal and their applications, Airbus will collect in the course and use of Partner Portal the following personal data you provide by your Company administrator (UEA):

- **Identification data:** your complete name, nationalities, date and place of birth,
- **Professional data:** company name, phone number, professional email address
- **IT data:** any information generated as a result of using Airbus Portals, such as IP address, the date and length of visit to the site, the pages you view, cookies and other trackers, etc.,
- **Account information:** role and permissions, settings and preferences, login, password

We may collect this personal data:

- **directly** from you. For example, when filling the Documentation Manager registration Form Company Administration Form, you get asked optionally to enter your phone number and your job title.
- **indirectly** for those personal data made available from the Administrator appointed for access right management. For example, when asking for your Airbus Supply account creation, your User Entity Administrator enters your personal data.

## 3. What are the purposes of the processing of your personal data?

By using Airbus Partner Portal and their applications, Airbus will collect and process your personal data in accordance with this Privacy Notice. Your Personal Data may be used for the following purposes (hereinafter referred as: the "Purposes"):

1. **Portal Browsers / Administration.** We use your personal data for administrative purposes, including for identity and access right management (account creation, Identity proofing), to help us better understand how our end-users access and use our portals and applications; to implement and maintain security, anti-piracy, fraud prevention, and other

services designed to protect our Partner and us; and to enforce our policies, directives and processes.

2. **Outsourcing and supplier management.** We use your personal data in the course of the management of Airbus supply chain and of your company's performance with regards to deliverables expected as per the relevant contract with your company. Airbus Partner portal is a means to improve the exchange information between our both companies in the course of the performance of the contract.
3. **Communication.** We use your personal data to communicate with you, including responding to requests for assistance. We can communicate with you in a variety of ways, including email.
4. **Legal compliance.** We use your personal data to comply with applicable legal obligations, including, responding to an authority or court order or discovery request, including to comply with the applicable Export control laws and regulations, including US ITAR and EAR.
5. **To protect us and others.** Where we believe it is necessary to investigate, prevent or take action regarding illegal activities, suspected fraud, situations involving potential threats to the safety of any person or violations of policies, terms, and other policies.

We will use your personal data for the above purposes only. If we need to use your personal data for an unrelated purpose, we will notify you prior to further personal data processing and provide you with the relevant privacy information notice.

## 4. What is the legal basis for processing your personal data?

Subject to the applicable law, we process your personal data under the following legal basis:

1. **Within the scope of a legitimate interest** while taking into account the minimum privacy impact for you.
  - o For the purposes described in section 3 above.
  - o For the analysis and optimization of the Airbus Partner Portal.
  - o For monitoring the compliance with our policies and standards.
  - o For ensuring IT security on Airbus network and the IT operation of Airbus.
2. **On the basis of Airbus' legal obligations.** Airbus, as any other company, is subject to legal obligations and regulations. In some cases the processing of your personal data will be necessary for Airbus in order to fulfill these obligations, including without limitation EU Export Control or anti-corruption.

## 5. Who will receive your personal data?

Subject to applicable law, we may disclose your personal data to the following recipient(s) on a need to know basis:

- Airbus and its affiliates;
- Authorized persons working for or on behalf of Airbus; including our agents, service providers providing the variety of products and services we need such as (e.g. Third party

service providers and advisers providing the variety of products and services we need such as IT maintenance and support, compliance and security services, etc.);

- Your company for which you are working for as an employee that have signed the applicable Airbus General Terms and Conditions;
- Airbus business Partner in connection with Airbus activities (including law firm/consultancy firms,..)
- Other authorized third parties in connection with a reorganization or sale of Airbus businesses and/or assets;
- Law enforcement or government authorities where necessary to comply with applicable law or in response to any subpoenas, court orders, or to establish or exercise our legal rights or to defend against legal claims.

## 6. Is any of your personal data transferred overseas?

Airbus processes and stores your Personal Data mostly in the European Economic Area and in the UK. On occasion Personal Data is transferred to the relevant recipients as described in Section “*Who will receive your Personal Data?*” including entities in third countries. This transfer is subject to appropriate safeguards to ensure an adequate level of protection and consequently to protect your privacy right.

Any transfers within the Airbus group as authorised recipients are limited to Airbus daily business activity and internal organisation. Such transfers are covered by an intra-group personal data transfer agreement ([Binding Corporate Rules](#)). The Binding Corporate Rules includes contractual protections to ensure that your personal data receives an adequate level of protection wherever it is transferred within Airbus.

In addition, we may share some personal data to third parties located outside the European Economic Area and the UK, subject to one of the following safeguards:

- We will only transfer personal data to countries which are recognised as providing an adequate level of legal protection or where we are satisfied that arrangements are in place to protect your privacy rights,
- transfers to service providers and other third parties will be protected by contractual commitments (such as the European Commission-approved Standard Contractual Clauses) or other legally acceptable mechanisms that ensure an adequate level of protection, and
- any requests for personal data information we receive from law enforcement or regulators will be carefully checked before personal data is disclosed.

If you have any questions regarding transfers, please contact us ([dataprotection@airbus.com](mailto:dataprotection@airbus.com)) for further details.

## 7. How long will your personal data be stored?

We retain your personal data as long as the user is active plus 6 months and then deleted.

In some circumstances, we may retain your personal data for a longer period of time than is needed for those purposes such as where we are required to do so in accordance with legal, regulatory, tax or accounting requirements.

## 8. What about the security of your personal data?

We use technical and organizational security measures in order to protect the Personal Data we have under our control against accidental or intentional manipulation, loss, destruction and against access by unauthorized persons. Our security procedures are continually enhanced as new technology becomes available.

## 9. What are your rights and how to exercise them?

At any time you may exercise your personal data protection rights as listed below by contacting us at [dataprotection@airbus.com](mailto:dataprotection@airbus.com):

- **Right to access/obtain a report detailing the information held about you:** You have the right to obtain confirmation as to whether or not your personal data is being processed by Airbus and if so, what specific personal data is being processed.
- **Right to correct personal data:** You have the right to rectify or request to have rectified any inaccurate personal data concerning you.
- **Right to be forgotten or right of erasure:** In some cases, for instance, when the personal data is no longer necessary in relation to the purposes for which they were collected, you have the right for your personal data to be erased.
- **Right to restrict the processing of your personal data:** You have the right to restrict the processing of your personal data, for instance when the processing is unlawful and you oppose the erasure of your personal data. In such cases, your personal data will only be processed with your consent or for the exercise or defense of legal claims.
- **Right to data portability:** You have the right to receive the personal data concerning you in a structured, commonly used and machine-readable format and/or transmit those personal data to another data controller.
- **Right to object:** In some cases required by law, you may ask us to stop processing your personal data.

## 10. How to exercise your rights and/or contact Airbus in respect of your personal data?

If you want to exercise your rights or you are unhappy with the way in which your Personal Data has been processed or should you have any questions regarding the processing of your Personal Data, you may refer in the first instance to the Airbus personal Data Protection Officer, who is available, at the following email address: **dataprotection@airbus.com** or you can write to the address below: **Airbus SAS, Head of Data Privacy, 2 rond-point Emile Dewoitine 31700 Blagnac cedex France.**

In case of doubt of your identity, we may ask you to justify it by enclosing a copy of any identity document.

## 11. Are you obliged to provide your personal data?

In the context of accessing Airbus Partner Portal, some personal data is strictly necessary, any failure to provide the requested personal data may result in us not being able to grant you the appropriate access rights and thus fulfil our respective contractual and/or legal obligations or to achieve the expected results.

## 12. Do we use automated decision-making or conduct profiling?

As a matter of principle, we do not use fully automated decision-making processes. In the event that we should use such processes in individual cases, we will specifically inform you in advance of this and of your rights in this respect as required by law.

## 13. How to ask for assistance from the competent authorities?

If you remain unsatisfied, then you have the right to lodge a complaint to a Data Protection Supervisory Authority, such as:

- **FRANCE:** CNIL: Supervisory Authority France
- **GERMANY:** Each federal state has its own Data Protection Authority that can be found under the following link: [https://www.bfdi.bund.de/DE/Infothek/Anschriften\\_Links/anschriften\\_links-node.html](https://www.bfdi.bund.de/DE/Infothek/Anschriften_Links/anschriften_links-node.html)
- **SPAIN:** AEPD. Supervisory Authority Spain
- **UK:** ICO: Supervisory Authority UK

# 14. Additional Notice

## for California residents

Pursuant to the California Consumer Privacy Act of 2018 ("CCPA"). We don't sell your personal information to third parties and we will not sell your personal information to third parties unless provided otherwise by a specific privacy notice. We do not discriminate against California residents who exercise their CCPA privacy rights. To exercise your California privacy rights please refer to the section "How to exercise your rights".

## for Chinese residents

We may provide and transfer your personal information to other entities in and outside of China in accordance with this privacy notice or for other legitimate reasons. We will comply with the applicable obligations and requirements under China Personal Information Protection Law in relation to sharing and cross-border transfers of personal information.

# 15. Cookies

## 15.1 What are cookies?

Cookies are small files or amounts of information that may be stored to, accessed and removed from your device when you access Airbus Partner Portal.

For instance, a "Cookie" may refer to "http cookie", flash cookie" (used by some applications or website relying on Flash technology), local storage area of your internet browser, unique identifier calculated from your internet browser characteristics (also known as "browser fingerprinting"), or unique identifiers related to your device or your internet browser (device serial number, MAC address, Android ID, advertising ID, etc...)].

Cookies allow us to recognize your device and store information about your preferences or past actions. We may use Cookies:

- (i) to record the preferences of our users,
- (ii) to enable us to optimize the design of Airbus Partner Portal,
- (iii) to ease navigation, and increase the user-friendliness of Airbus Partner Portal,
- (iv) to analyze the usage Airbus Partner Portal, and/or to identify the most popular sections of Airbus Partner Portal,
- (v) to provide content that is more accurately suited to your needs, and, in doing so, Airbus Partner Portal. Cookies can be used to determine whether there has been any contact between us and your device in the past,
- (vi) to facilitate secure online access so that you do not need to enter your user ID and password again when you access Airbus Partner Portal.

## 15.2 Which cookies do we use?

Please find below a table with specific information for cookies types that we may use on our Airbus Partner Portal. The Personal data is never kept in cookies after your session has been closed.

Other cookies that you could see are not listed below because they do not use Personal Data.

TYPE OF COOKIES	PURPOSE	RETENTION PERIOD	MANDATORY
Siteminder cookies	Identification for SSO connection	Session duration	YES
Tomcat cookies	AirbusSpares session control("jsessionid")	Session duration	YES
WCP cookies	Save the actions done by the user relative to the internet pages built	Session duration	YES
WCC cookies	Save the actions done by the user relative to the documents acceded	Session duration	YES
Fed search cookies	Save the search actions done by the user (user login used as key)	Session duration	YES
Technical/network cookies	Load balancing use	Session duration	YES

When the Cookies we use are strictly necessary for technical reasons, they are marked as "mandatory" on the table above. Those Cookies does not require consent from you.

You can prevent Cookies from being stored on your device by setting your browser to not accept cookies. The exact instructions for this can be found in the manual for your browser. You can also delete Cookies already on your device at any time through your browser's settings.

For the purpose of statistical analysis, we use analytics tools relying on specific Cookies. You may object at any time to the collection and analysis of statistical data regarding your access to and use of Airbus Portal through the cookies settings interface mentioned above.

To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

## 16. Modification of the Privacy Notice

Airbus will update this Privacy Notice from time to time in order to reflect the changes in our practices and services and also to remain compliant to Data Protection Laws and Regulations. We will inform you of any substantial modification in how we process your personal data.

\*\*\*\*\*

\*\*\*\*\*

\*