

Applicant Privacy Policy

Phoenix Air Group, Inc.'s Commitment to Privacy. Phoenix Air respects the privacy of applicants and employees, and is committed to complying with applicable privacy laws in every state in which we operate. This Applicant Privacy Policy is intended to inform you about how the personal information you submit as a job applicant through this website will be handled and protected by Phoenix Air.

Why We Collect and Use Your Personal Information. Phoenix Air Group, Inc. collects and uses your personal information for the purpose of determining your qualifications for employment and reaching a hiring decision, as well as to comply with applicable laws and regulations, such as laws related to the evaluation of those seeking employment, or to defend ourselves in claims under such laws. Relevant portions of your personal information, if you are hired, also will be used to establish a basic employment record. We do not collect or use the personal information you submit as a job applicant for unrelated purposes.

How We Collect Personal Information about You. Most of the personal information Phoenix Air Group, Inc. collects about you is collected directly from your application or resume, and stored on company computer equipment located in Cartersville, Georgia. We may also collect information about you from third parties, in order to: (a) verify information about your credentials, such as education and prior employment, (b) follow-up on references that you may provide, and (c) conduct background investigations. It is Phoenix Air Group, Inc.'s policy to collect such information from third parties only with your knowledge and agreement. Should Phoenix Air wish to obtain such third party information about you, and you have not completed an employment application authorizing us to do so, we will contact you and request your authorization to proceed.

Disclosures of Your Personal Information. Access to your information will be restricted to those Phoenix Air staff and designated agents who have a need to know the specific information in question in order to carry out their responsibilities with regard to recruitment or employment law. Your information may also be disclosed to governmental entities in compliance with applicable law, such as to those agencies authorized to review and enforce equal opportunity laws. We do not disclose applicant information to job banks, or to other companies or external parties.

Retention and Deletion of Your Personal Information. Phoenix Air Group, Inc. retains your personal information as is necessary for evaluation for employment, as well as to comply with applicable laws relating to the evaluation of those seeking employment.

Safeguards. Phoenix Air Group, Inc. uses appropriate administrative, technical, personnel, and physical measures to safeguard your personal information against loss, theft, and unauthorized use or modification. In addition, we exercise special precautions in dealing with applicant personal data defined as sensitive by law. For example, when satisfactory completion of a medical examination is a condition for being hired, no medical information, apart from overall suitability or unsuitability for employment, is provided to hiring managers or stored in a new employee's personnel file.

Communications from Phoenix Air Group, Inc. Phoenix Air may contact you, using the contact information you have provided, for purposes of responding to your application for a particular job or jobs.

Inquiries or Questions. If you have questions or concerns about Phoenix Air Group, Inc.'s policies and practices for handling applicant personal information you may call Human Resources at 770-387-2000 ext 135.

Changes to This Policy. From time to time Phoenix Air Group, Inc. may revise this Applicant Privacy Policy.