

Employment Applicant and Candidate personal data protection policy

(General Data Protection Regulation)

TECHNIDATA



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PREAMBLE

The General Data Protection Regulation came into force on May 25th; 2018.

The purpose of this Regulation is to strengthen the personal data protection by both setting new obligations for the companies and broadening the rights of individuals.

Within an organization, many departments may process personal data as part of their assignments. This is particularly true for the Human Resources Department who may process personal data from the employee's recruitment until he/she leaves the company.

The present policy is intended to provide some key information about how TECHNIDATA collects and manage the personal data in the recruitment process.

1. RESPONSIBLE DATA PROCESSING BODY

The responsible body for the processing of personal data is TECHNIDATA in its capacity as data controller.

Applicants can contact TECHNIDATA Data Protection Officer at legal@technidata-web.com

2. DATA PROCESSING PURPOSE AND LEGAL BASE

Data provided by applicants are used solely for application management purposes as part of TECHNIDATA recruitment processes.

As part of its activities, TECHNIDATA may:

- Collect and process personal data provided by the applicant or by other sources;
- Assess the applicant's professional profile in order to facilitate the recruitment process;
- Keep the applicant's personal data and update TECHNIDATA database if needed;
- Transmit data to other parties involved in the recruitment process;
- Check and request applicant's personal data from available references (following details provided by the applicant) or from other sources such as universities (certificates, degrees...).

Data processing for the aforesaid purposes is necessary for the aims of the legitimate interests pursued by TECHNIDATA Company.

3. PROCESSED PERSONAL DATA

TECHNIDATA shall collect and process personal data transmitted by the applicant both spontaneously (by personal contact) or following the company's direct sourcing.

TECHNIDATA shall also collect and process personal data obtained from publicly available sources such as professional social networks.

The applicant's personal data processed by TECHNIDATA include in particular:

- Civil information (name, address, languages, date of birth...);
- Education (degrees, certificates...);
- Professional background (past employers, references...);
- Professional data (current employer, position, professional details, salary...);
- All other data included in the applicant's CV or obtained from publicly available sources (professional social networks);
- All other additional data the applicant may choose to provide and/or the applicant's references and other sources (universities, training organizations) may choose to provide.

TECHNIDATA shall not collect nor process the applicant's personal data relating to his/her racial or ethnic origin, political opinions, religious or philosophical beliefs, union membership, health and sexual orientation.

4. PERSONAL DATA RECIPIENTS

The collected personal data shall be exclusively disclosed to:

- TECHNIDATA Human Resources Department Managers,
- Line Managers involved in the recruitment process,
- Providers or third parties acting on behalf of TECHNIDATA.

Providers or third parties are bound to contractual, legal and regulatory obligations, so as to preserve the confidentiality and guaranty the security of the data submitted. They shall have a limited access to personal data solely with the purpose of carrying on services on behalf of the company.

5. DATA STORAGE LIMITATION

TECHNIDATA shall delete the applicant's personal data from its database in the absence of contact with the applicant (verbal or written communication) for 2 (two) years, unless otherwise provided by legal and regulatory provisions.

TECHNIDATA may store the applicant's personal data for a longer period with the applicant's prior express consent.

6. DATA SECURITY

TECHNIDATA shall protect personal data by taking all the appropriate technical and organizational measures to preserve the integrity, availability and privacy of the processed data against any attempt of data misuse, alteration or destruction.

The access to the applicant's personal data is strictly limited to TECHNIDATA staff members involved in the selection and recruitment process.

7. RIGHTS OF THE DATA SUBJECT

Every data subject has the following rights at any time, and under certain conditions:

- The right to modify, correct and delete the data,
- The right of limitation of data processing,
- The right to refuse the data processing,
- The right to request the data portability.

Personal data held by TECHNIDATA must be accurate and precise.

The applicant shall inform TECHNIDATA of any change in his/her personal data.

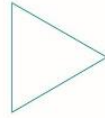
To exercise the above rights, a written request should be sent to legal@technidata-web.com or to the following address:

DPO TECHNIDATA - 387 avenue Jean Kuntzmann - 38330 MONTBONOT SAINT MARTIN (France) together with a copy of proof of identity and a legitimate reason if required by law.

The applicant has also the right to file a claim with the competent authority.

For further information, the personal data protection policy is available in TECHNIDATA website: <https://www.technidata-web.com/personal-data-protection-policy-en>

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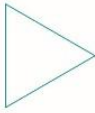
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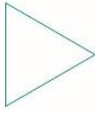
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