

PRIVACY POLICY FOR THE WEBSITE www.careers.septeo.com

Prelude

This privacy policy is addressed to you, as a user of the www.careers.septeo.com website (hereinafter referred to as “the Website”).

The Website, published by SEPTEO (hereinafter referred to as “SEPTEO”), a simplified joint-stock company with a capital of €7,017,550 registered in the Montpellier Trade and Companies Register under the number 790 675 037, having its head office at Font de la Banquière, 194, avenue de la Gare Sud de France 34970 LATTES, editor of this document, carries out personal data processing.

SEPTEO attaches great importance to your privacy and the protection of personal data. In this regard, we are committed to the strict application of the regulations on personal data protection, namely Law n°78-17 of 6th January 1978, known as the Data Processing and Freedom Act, and Regulation n°2016/679 of 27th April 2016 (hereinafter, the “General Regulation on the Protection of Personal Data”).

This privacy policy aims to inform you about the commitments and measures taken by SEPTEO in order to ensure respect for your privacy and the protection of your personal data.

1. Data controller

SEPTEO company is the Data Controller in the implementation of a recruitment system accessible on the Website.

2. Data Recipients

The recipients of all or part of the data are:

- the internal services of SEPTEO, in this case, only the data strictly required for the processing are transmitted to the employees authorized to consult them in line with their functions. These employees who have access to your personal data are themselves also subject to a confidentiality obligation;
- our subcontractors, provided that they provide sufficient guarantees in relation to the requirements laid out by the General Data Protection Regulation;
- third parties that may place cookies on your terminal if you give them consent to;
- third party social networks. The Website uses social plugins provided and operated by third party companies, such as Facebook, LinkedIn, YouTube, Twitter and Instagram. Consequently, you may send information that you view in a section of our Website to third parties. If you are not logged in to your third party account, the latter will be unable to identify you. If you are logged into your third party account, then the third party may link information or actions related to your interactions with the Website to your account with the third party. Please consult the privacy policies of the relevant third party to learn more about their data practices.

Your data will not be communicated, exchanged, sold or leased to any other person than those mentioned above.

3. Purpose of data processing

Purpose	Data processed	Legal basis	Retention period
Candidate management (creation of a CV library, making contact with candidate, organization of interviews...)	Family name, first name, date of birth Postal address, email address, telephone number(s) Information on the candidate's work	Required to execute a contract	

	<p>experience (type of contract, length of experience, position, company)</p> <p>Information on the applicant's training (educational levels, schools, universities and training establishments, indication of the holder of the driving licence)</p>		<p>2 years from the date of the latest application via the Website</p>
<p>Communication of recommendations of employment</p>	<p>Family Name, First Name, Date of Birth</p> <p>Postal address, email address, telephone number(s)</p> <p>Level of experience, level of education</p>	<p>Legitimate interest</p>	
<p>Creation and management of user account</p>	<p>Surname, First Name</p> <p>Email address</p>	<p>Required to execute a contract</p>	

4. Cookies

The Website www.careers.septeo.com uses cookies. When you visit the Website, cookies are placed on your terminal.

You are able to obtain further information about the nature of cookies, accept, or refuse them.

A cookie is a small text file that is stored on your device's hard drive when you visit a website. It records certain information about your browsing or online behaviour.

The cookies used on the Website are used to distinguish who you are in order to improve your navigation and the services we offer.

In practice, technical cookies allow us to authenticate and identify you.

Other cookies and tracers may be used to establish statistics on the Website's audience (measuring the number of visits, the number of pages viewed, your activity, your frequency of return, etc.).

In any case, cookies stored in your terminal or any other element used to identify you for audience statistics purposes will have a limited lifetime of six (6) months maximum, this duration not being extended automatically when you visit the Website again.

You have the right to revoke your consent at any time to such cookies being placed on your terminal.

5. Data security

SEPTÉO implements technical and organisational measures to ensure the secure processing of personal data and the confidentiality of the collected data.

As such, we take all the necessary precautions with regard to the nature of the data and the risks posed by data processing in order to preserve their security and, in particular, to prevent the data from being distorted or damaged, or that unauthorized third parties have access to it (physical protection of premises, secure https protocol, logging and traceability of connections to internally deployed software.)

However, if an incident affecting the integrity or confidentiality of the user's data is brought to SEPTEO's attention, it undertakes to inform the user and communicate the corrective measures taken.

6. Your rights

In accordance with the Data Protection and Freedom Act, and the General Regulation on the Protection of Personal Data, you have the following rights:

- **Right of access and information:** you can request to see your processed data and be informed about the circumstances in which it is processed.
- **Right to limit the processing of personal data:** you can ask for the processing of your personal data to be limited either by contesting its accuracy, if you disagree with the lawfulness of the processing, or if you wish to retain the data for evidential purposes.
- **Right to rectification and deletion:** you can request the rectification of your data when they are inaccurate or incomplete.
- **Right to object:** you can object to the processing of your data which obtained via the Website. However, SEPTEO is entitled to not respond to this request if it has legitimate and compelling grounds for processing your data.
- **Right to transferability:** you can obtain your data provided to SEPTEO in a structured, commonly-used and machine-readable format or obtain the transfer of this data to another data controller.
- **Right to determine the fate of your data after your death** and to choose whether or not we disclose your data to a third party that you have previously designated. In the event of death and in the absence of instructions from you, we undertake to destroy your data, unless their retention is necessary for probative purposes or to comply with a legal obligation.
- **Right to file a complaint:** you also have the right to file a complaint with the National Commission for Data Protection and Freedom.

7. Contact details of the data protection officer

You can exercise these rights with the Data Protection Officer at the following addresses

By email: dpo@septeo.fr

By mail: DPO – SEPTEO, Font de la Banquière, 194, avenue de la Gare Sud de France 34970 LATTES

The applicant must provide contact information (family name, first name, address and a copy of a signed identity document) and a legitimate reason as required by law (particularly in case of opposition).

In the case of sending a copy of an identity document, this will be kept for one or three years depending if this communication is made within the framework of the exercise of a right of opposition.

To better understand your rights, please visit the website of the French National Commission for Information Technology and Freedoms at the following address: <http://cnil.fr>

In the event of a request to exercise your rights, we will provide you with a response within the legal period of one month at the latest, which may be extended to two months given the complexity of the request or the number of requests received.