

# Information notice on candidate and recruitment management

## Purpose of processing *(purpose and legal basis)*

Scalian, headquartered at TOULOUSE (31000) - 14 rue Paul Mesplé, collects, processes and stores personal data collected when examining your application. This data is managed by the Human Resources Department to facilitate the recruitment process for potential employees.

The processing activities carried out by the Human Resources Department include:

- Managing the applicant management process, which involves receiving and registering applications, managing recruitment procedures in collaboration with line managers, analyzing applications, forwarding applications to managers, arranging and conducting interviews, maintaining records of interactions with applicants (appointments, interviews, responses, opinions, etc.), responding to job or internship inquiries, and handling disputes.
- Completing compulsory formalities and preparing the administrative files of successful candidates.
- **With your consent, adding your information to our CV library or using it to respond to other job opportunities.**

The legal basis for processing your data is your free, specific, informed, and unambiguous consent (cf. Article 6.1.a of the European Data Protection Regulation) if you wish your information to be added to our CV library or used for other job offers..

## Data recorded on Scalian employees

We only request personal information necessary to evaluate your suitability for the offered position or to assess your professional skills. This includes data related to your qualifications, professional experience, and skills relevant to the position. Failure to provide this information will prevent your participation in the recruitment process..

## Recipients

Your application is treated confidentially. Access to your personal data is limited to those responsible

for the departments involved in your application (recruitment officers, managers, etc.). If your recruitment is successful, the Human Resources Department may need to share some of your information with organizations informed of your recruitment (e.g., unemployment insurance, health insurance, retirement, mutual insurance).

## Data retention

Data is retained only as long as necessary to complete the recruitment process. For successful candidates, the data will be included in their administrative file and kept for up to five years after the end of the employment relationship. If not successful, the data will be kept for three months to allow candidates to obtain an explanation for the decision or for two years if candidates consent to it being added to our CV database. Candidate data may also be retained in an intermediate archive for up to four years to protect against potential discrimination claims..

## Individual rights

You have the right to access, delete, object to, and limit the processing of your personal data (see [cnil.fr](http://cnil.fr) for more information on your rights). These rights can only be exercised for future use upon receipt of a request for modification.

To exercise these rights or if you have any questions regarding the processing of your data, you can contact our Data Protection Officer (DPO) by e-mail: [dpo@scalian.com](mailto:dpo@scalian.com).

If, after contacting us, you feel your data protection rights have not been respected or that our data processing does not comply with regulations, you may submit a complaint to the CNIL.

## Consent

I consent to Scalian using this personal data for inclusion in its CV library or to respond to other job offers.