Information notice
on candidate and recruitment management

Purpose of processing *(purpose and legal basis)*

Scalian, whose registered office is situated at 14 rue Paul Mesplé, TOULOUSE (31000), is the data controller for the personal data collected during the assessment of your application, where it is directly responsible for the recruitment process in question. Where the application relates to another entity within the Scalian Group, the recruiting entity acts as the data controller, in accordance with the information provided in the job advertisement, the application form or any other relevant document.

This data is processed, in particular using the SmartRecruiters and Whoz tools, to facilitate the management of applications and recruitment processes.

In this context, the Whoz tool can assist with profile analysis through features such as comparison, matching, scoring and ranking, particularly with regard to skills, professional experience and identified requirements. These features assist in identifying relevant profiles. They do not, on their own, lead to a recruitment decision or the rejection of an application that is exclusively automated; decisions regarding applications remain subject to human assessment.

For candidates subject to Quebec legislation, Scalian expressly informs them of the use of these profiling features. Where options for activating these features are offered to the candidate in the relevant form or interface, these are specified there.

The purposes of processing your application for a job vacancy or work placement are: to receive and record applications; to manage recruitment procedures in consultation with line managers; to analyse applications; to forward them to managers; to arrange for managers to meet candidates; tracking communications with candidates, including appointments, interviews, replies and feedback; providing responses to candidates; managing disputes; completing mandatory formalities; and updating the administrative files of successful candidates.

For processing operations falling within the scope of the General Data Protection Regulation:

- The receipt, processing, analysis and management of your application, as well as any correspondence relating to the recruitment process, are based on the performance of pre-contractual measures taken at your request, in accordance with Article 6(1)(b) of the GDPR;
- Compliance with the mandatory formalities applicable to recruitment and, where applicable, employment, is based on compliance with the legal obligations to which Scalian is subject, in accordance with Article 6(1)(c) of the GDPR;
- The management of legal disputes, the prevention of potential claims and the retention of certain data for evidential purposes are based on Scalian's legitimate interest in safeguarding its rights, in accordance with Article 6(1)(f) of the GDPR;
- The information contained in the administrative files of successful candidates is used in the context of preparing for and, where applicable, managing the employment relationship, in accordance with the legal provisions applicable to the processing in question.

For processing operations falling within the scope of the UK GDPR, the same purposes are based on the equivalent legal grounds set out in that legislation. In Germany, processing operations necessary for the management of job applications are also carried out in accordance with the applicable national data protection rules relating to candidates and employees.

Depending on the country or territory to which your application relates, the processing of your data is also governed by the applicable local data protection regulations, in particular the GDPR and the relevant national legislation within the European Union, the UK GDPR and the Data Protection Act 2018 in the United Kingdom, Law No. 09-08 in Morocco, the Act respecting the protection of personal information in the private sector in Quebec, as amended by Bill 25, as well as the applicable provisions in India and, where applicable, the relevant federal or state laws in the United States.

If you consent to this, Scalian may also retain your profile in its CV database in order to review it in relation to other job or internship opportunities and to contact you again at a later date. This retention constitutes a separate processing operation, based on your free, specific, informed and unambiguous consent.

For processing operations falling within the scope of the GDPR or the UK GDPR, this consent is obtained in accordance with Article 6(1)(a) of the GDPR or the equivalent provision of the UK GDPR.

For candidates subject to Quebec legislation, this consent is obtained in an explicit, free and informed manner, for specific purposes, and is presented separately when requested in writing. Refusal to give or withdrawal of this consent does not affect the ongoing assessment of your application.

For applications governed by German law, consent to the storage of data in the CV database is obtained separately, through a process designed to ensure that such consent is given freely, in particular at the end of the recruitment process where required by the applicable local regulations.

Data held on applicants for jobs at Scalian

To fulfil these purposes, Scalian processes the data strictly necessary to assess your suitability for the proposed job or work placement and to evaluate your professional skills. This data includes, in particular, information relating to your identity and contact details, your educational background, your qualifications, your professional experience, your skills and professional aptitudes, as well as any other relevant data you choose to provide as part of your application, provided that it is directly and necessarily linked to the proposed job or work placement.

This data is collected primarily via the application form, your CV, your cover letter, any documents you submit voluntarily, and communications that take place as part of the recruitment process.

You are required to provide the information necessary for us to consider your application in order to enable you to take part in the recruitment process. If you do not provide this information, Scalian may not be able to consider your application.

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Recipients

Your application is treated confidentially. Your data is accessible – within the limits of their remit and in accordance with the 'need-to-know' principle – to recruitment officers, authorised managers, the departments involved in the recruitment process, and those entities within the Scalian Group involved in assessing your application or, with your consent, in identifying other opportunities that match your profile.

It may also be disclosed to service providers and subcontractors acting on behalf of Scalian in the management of applications, recruitment tools, the CV database or associated services, in particular the providers of the SmartRecruiters and Whoz solutions, to the extent necessary for the performance of their duties.

Should the recruitment process be successful, certain information may be passed on to the departments, organisations or partners that need to be informed of your appointment, in accordance with applicable legal, regulatory or administrative obligations.

Where necessary, your data may be transferred to or made accessible from countries outside the European Economic Area. These transfers are carried out in accordance with the GDPR. In particular, they may be based on an adequacy decision by the European Commission or, failing that, on appropriate safeguards such as the standard contractual clauses adopted by the European Commission, or any other mechanism recognised by the applicable regulations. You can obtain further information on these transfers and, where applicable, on the safeguards in place, by contacting Scalian's Data Protection Officer at the following address: dpo@scalian.com.

For candidates subject to Quebec legislation, any transfer of personal data outside Quebec, as well as any storage or use of such data by a service provider located outside Quebec, is carried out in accordance with the applicable requirements, in particular following an assessment of privacy-related factors where required and subject to the implementation of appropriate contractual safeguards.

For candidates subject to Moroccan law, the processing of applications and the retention of data are carried out in accordance with Law No. 09-08 and the applicable procedures of the National Commission for the Supervision of the Protection of Personal Data, where required.

Data retention period

The data processed in connection with your application will be retained for as long as is necessary to complete the recruitment process, until a decision has been made regarding your application.

Once your application has been successful, the necessary data will be added to your personnel file and retained in accordance with the retention periods applicable to the management of the employment relationship and the associated legal obligations. Further information regarding the HR data processing procedures applicable to employees will be provided, where relevant, upon recruitment.

If your application is unsuccessful, your personal data may be retained for a maximum of thirty days from the date of the decision not to select you, in order to enable us to follow up on your application and, where appropriate, to respond to any enquiries you may have regarding the decision taken, subject to applicable local regulations.

Subject to your consent, your profile may be retained in the CV database for a maximum of two years from the date of your last contact with Scalian, so that we can offer you further job or internship opportunities. At the end of this period, your data will be deleted or your consent will need to be obtained again where required by the applicable regulations.

Certain data may, where appropriate, be subject to interim archiving for evidential purposes, in particular to enable Scalian to protect itself against any potential legal proceedings or claims, for as long as is necessary to defend its rights and within the limits of the limitation periods or time limits applicable by law.

Individual rights

You have rights in relation to your personal data, subject to the conditions set out in the applicable regulations. These rights may include, in particular, the right of access, rectification, erasure or deletion, restriction of processing, objection, withdrawal of consent, as well as the right to data portability where the conditions set out in the applicable regulations are met, and any other rights recognised by the applicable regulations in your country or territory.

With regard to the retention of your profile in the CV database, you may withdraw your consent at any time. This withdrawal does not affect the lawfulness of any processing carried out prior to it, nor does it affect the ongoing assessment of your application.

To exercise your rights or if you have any questions regarding the processing of your personal data, you can contact Scalian's Data Protection Officer at the following address: dpo@scalian.com.

If, after contacting Scalian, you feel that your rights have not been respected, you may lodge a complaint with the data protection authority, supervisory body or competent authority in your country or territory of residence, employment, or in the country or territory where you believe the alleged infringement took place.

Consent

I give my free, specific, informed and unambiguous consent for Scalian to retain the data from my application in its CV database for a maximum period of two years from the date of the last contact, in order to review my profile in relation to other job or internship opportunities and to contact me again for this purpose. I acknowledge that I may withdraw this consent at any time, without this affecting the ongoing assessment of my application.

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