

## **Information note on the processing of personal data**

This information note is intended for all users of the Villebon-sur-Yvette, Lyon and Guyancourt sites who wish to apply for a position with FLEXIS SAS.

This note will answer questions relating to the collection, processing and purpose of your data, as well as how to exercise your rights in this respect.

### **What is the purpose of the personal data we collect?**

Candidates' personal data is collected and processed directly by Flexis SAS as data controller for the management and monitoring of your candidate account and your application. Only competent and authorised personnel in the recruitment process will have access to the information requested in our careers section.

The purposes for which we collect and process your personal data, as described below, are justified by the execution of pre-contractual measures taken at the request of the candidate who applies freely on the 'SmartRecruiters' site.

### **Your data will be used to search for and identify relevant profiles, as well as to recruit for given positions and in particular to:**

- Determining your level of experience and your qualifications for a given position;
- Notifying you of new job offers published on our site;
- Managing your personal space and your applications at Flexis SAS;
- Administering, where appropriate, an intellectual, professional and/or language aptitude test;
- Carrying out a pre-selection and selection of candidates for a given position;
- Enabling you to continue in the recruitment process.

Given the international nature of FLEXIS SAS' business, applicants are informed that their personal data may be transferred outside the country from which they are applying.



Your data collected via the 'SmartRecruiters' site will be kept by Flexis SAS in virtual format for an initial period of 1 year in its 'candidates' database for recruitment management purposes.

After this period, you will have the opportunity to give your consent for your data to remain on this database for the same period.

In the event of refusal or expiry of the date without any return from you, FLEXIS SAS undertakes to delete all the data collected and processed from its database

## **What personal data do we process?**

Personal data" refers to any information that enables you to be identified either directly (such as your name) or indirectly (for example by means of a unique customer number).

In general, we undertake to collect only personal data that is relevant and appropriate to each of the purposes for which we process your personal data. In this respect, FLEXIS SAS applies the principle of minimising the collection of personal data.

The personal data we collect depends on our interaction with you, the stage we have reached in the recruitment process and may include information relating to:

- Your identity and contact details: your surname, first names, postal address and e-mail address;
- Your CV: your professional experience, training, languages spoken and any other relevant information indicated in your Curriculum Vitae ('CV');
- Any data relating to your personal and/or professional situation that you voluntarily provide to us during the recruitment process;

In order to guarantee the accuracy of your personal data, you may update your CV or candidate profile at any time.

We are likely to obtain other personal information about you during the interviews necessary for the selection of applications and the continuation of the recruitment process. This information may be obtained directly from you or from recruitment agencies who have contacted you in connection with a job application or from the persons you have indicated to us in the event of a reference check.



## Subscribing to a job alert

If you subscribe to a job alert, your surname, first name and e-mail address will be collected for the purpose of keeping you informed, by e-mail, of the latest jobs published in the sector of activity that you have designated.

If you no longer wish to receive this information, you can click on the unsubscribe link included for this purpose in all the job alert e-mails you receive.

Use of your personal data in compliance with legal obligations

Flexis SAS makes every effort to ensure that you have control over your personal data.

### Your rights under the GDPR are as follows:

**A right of access to information:** you have the right to obtain clear, transparent and comprehensible information on how we use your personal data and on your rights. This policy is an example.

**A right of rectification:** you have the right to have your data rectified if it is inaccurate or incomplete, despite our efforts to keep it up to date. This will enable us to comply with our obligation to keep your data up to date.

**A right to erasure** (or the right to be forgotten): you have the right to have your data erased or deleted. This right may be limited in the light of our contractual obligations (current contract) or legal obligations (prevention of legal action in particular).

**A right to object to the processing of your personal data**, subject to justifying reasons relating to your particular situation, and a right to request the restriction of the processing of your personal data, in certain cases provided for by the regulations.

**A right to withdraw your consent at any time**, for the purposes for which we collected your consent.

**A right to the portability of your data**, i.e., under certain conditions, the right to receive the personal data you have provided to us, in a structured, commonly used computer format, and to have it transmitted to a third party if this is technically possible.

You can exercise all these rights, free of charge, via the address **recruitment.dataprivacy@flexis-mobility.com** by proving your identity by any means. In the absence of a reply or satisfactory response from us, you may contact the Data Protection Authority in your country in order to lodge a complaint.

This policy may be updated from time to time. You are therefore invited to consult it regularly.



I acknowledge that my data may be transferred outside 'Smartrecruiters' and I do not object to this.