

# Privacy Policy

PONTICELLI Group undertakes to process and protect personal data received via the <https://jobs.ponticelli.com> website in accordance with applicable regulations.

The information that we collect via our subcontractor HelloWork, and with your consent, is used exclusively to process your application. These data include the information provided on your CV as well as information collected via the forms you are required to complete online.

By submitting personal data on our website, you authorise us to use all your data on your behalf and in accordance with this Privacy Policy.

## 1. Personal Data

Personal data are processed for recruitment purposes and concern the applicant's identity, contact details and previous experience (information provided on the CV, etc.).

Apart from these data, we advise you not to disclose any information that is unrelated to your professional skills, and more specifically any mention of your state of health, origin, sex life, political opinions, trade union activities or religious beliefs.

## 2. Rights in respect of your personal data

In accordance with the French Data Protection Act of 6 January 1978, as amended, and with the EU Regulation of 27 April 2016 applicable from 25 May 2018, and subject to providing proof of your identity and if the conditions of these rights are met, you may exercise the following rights:

- access;
- rectification;
- erasure;
- restriction;
- right to be forgotten;
- portability;
- right to object;

You may exercise all your rights by contacting our Data Protection Officer at: **dpo@ponticelli.com**

Applicants may also lodge a complaint with the French Data Protection Authority, the *Commission Nationale de l'Informatique et Libertés* (CNIL), if they consider that data protection regulations have been breached in connection with the processing described above.

### **3. Retention period**

Data relating to recruitment operations are retained for a period of 24 months. Thereafter, you will receive an email after 23 months asking you to update your data. Failing a reply from you within one month, your data will be deleted from our databases.

### **4. Recipients of personal data**

In order to study your application, the personal data collected may be passed on to the recruitment departments in the various entities of PONTICELLI Group as well as to managers who are interested in your application and, if necessary, to service providers for the purposes described above.

### **5. Analysis of CV**

When you decide to use the website to obtain an analysis of your CV, an information analysis engine classifies the data in your CV so that it can propose job offers corresponding to your profile.

This function is based on your consent.

To enable your CV to be analysed and job offers corresponding to your profile to be proposed, you must include details of your previous work experience and your skills (training, qualifications). Otherwise, no job offers corresponding your profile will be proposed. However, you will have access to all the jobs available on the platform and you will be free to apply for them if you wish.

### **6. Updating personal data collected**

You undertake to inform us as soon as possible of any changes to your personal data (address, contact details, mobility) so that we can update your profile accordingly.

### **7. Security**

As part of the processing described above, all appropriate technical, organisational and security measures are taken to protect data against unauthorised access, alteration, disclosure and loss. However, as Internet is an open system, PONTICELLI Group cannot guarantee the security of the data you send us via Internet and shall not be liable for any illegitimate or fraudulent use of data by an unauthorised third party.