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# MERCIALYS

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## Candidate Privacy Policy

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## 1. FOREWORD

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When candidates entrust their application to Mercialys (hereafter “our company”), this illustrates their genuine interest, confidence and trust in us, so we undertake to process their application while respecting a high level of security and confidentiality, in accordance with data protection legislation (General Data Protection Regulation 2016/679 and the updated French data protection act (Loi informatique et libertés no.78-17)).

To be able to effectively support candidates (hereafter “you”) with their steps, this policy presents the terms and conditions for the processing of their personal data that we have access to through the selection and recruitment procedure.

It is important for you to take note of this policy because, by submitting your application to us, you acknowledge that you have read, understood and approved it.

## 2. COLLECTOR

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Our company, as the personal data controller, is the only entity that is authorized to collect and process your data when you apply for a position with it.

Mercialys is a French limited company (société anonyme) with a capital of Euro 93,886,501, headquartered at 16-18 rue du Quatre Septembre, CS 36812, 75082 Paris Cedex 02, registered in the Paris trade and companies register under number 424 064 707. NAF code: 6820B; intra-community VAT number: FR 42424064707.

## 3. TYPE OF DATA COLLECTED

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If you would like to know what types of personal data we may collect, note that we exclusively process the data that you submit to us with your application, which are requested and either compulsory or optional. We therefore process and use the following data:

- Identity, civil status, contact details (phone number, address, email, social media accounts, etc.), identification data;
- Data relating to your professional life (hiring, career, contact details of current and previous employers, training information, university background, previous professional experience, etc.);
- Photograph (optional);
- Information collected during your interview.

More generally, we may collect and process any personal data that you provide to us in connection with our recruitment teams.

We indicate any required information with an asterisk and inform you about the potential consequences of failing to provide this information.

## 4. YOUR SENSITIVE DATA

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We do not ask candidates to provide us with any sensitive data such as racial or ethnic origins, political beliefs, religious beliefs, sexual orientation or preferences, trade union membership, etc.

As these data are not required for the selection and recruitment of candidates, we ask you to limit the information that you provide to us to what is strictly professional and relevant for your recruitment. Please ensure that the documents that you provide to us do not include any sensitive information as indicated above.

## 5. COLLECTION TECHNIQUES

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Your personal data may be collected in two ways:

- Direct collection of your data: this concerns the case when you provide us with your data directly, for instance when you contact our HR Department directly or when you reply to an advert posted on our site.
- Indirect collection of your data: this is carried out through specialist companies, such as recruitment agencies or headhunters.

## 6. COLLECTION PURPOSES

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We can assure you that we use and process your data exclusively in the context of the selection and recruitment process, i.e.:

- Administration and processing of your data,
- Assessment of your suitability for the position,
- Checking of your background,
- Contact with you to organize one or more interviews,
- Preparation of an employment contract / internship contract if your application is selected.

## 7. LEGAL BASES FOR COLLECTION

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The legislation in force requires the processing of your personal data to have one or more legal bases. We process your data in line with the legal basis for a precontractual measure that could lead to the signing of an employment contract.

## 8. ACCESS TO YOUR PERSONAL DATA

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We ensure that access to your data is reserved exclusively for the parties involved in the recruitment process, including the members of the Human Resources Department and potentially subcontractors. Your data may also be disclosed to third parties, which exclusively concerns the recruitment agencies involved in the recruitment processes underway and exclusively for the purpose of carrying out said recruitment.

On an occasional basis, our IT Department may have access to your personal data during operations to maintain and update our IT system.

The recipients of your personal data and the IT Department are all individually bound by a duty of confidentiality.

Your personal data will not under any circumstances be disclosed to third parties unless we are required to do so by a governmental, judicial or regulatory authority.

## 9. TRANSFERS OUTSIDE THE EUROPEAN UNION

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Your data will not be transferred to or processed in a third country outside the European Union.

## 10. RETENTION PERIOD

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When an application is retained following a recruitment process, it is retained under the conditions and for the timeframe set by the employee privacy policy, which is provided to new hires when they sign their employment contract.

On the other hand, when an application is not retained, the data provided are deleted immediately. However, we reserve the right, for certain profiles, to retain the data with a view to future opportunities. In this case, the data may be retained for a maximum of two years from the last contact, unless the candidate concerned objects to this.

## 11. YOUR RIGHTS

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The collection of your personal data does not mean that you have waived your right to ownership of your data. On the contrary, as a candidate whose personal data are processed by our company, you have the following rights:

- **Right to access and obtain a copy:** you have the right to obtain confirmation from us regarding whether or not your data are processed and, when they are, you have the right to access this data. You can obtain information from us concerning the processing purpose, the categories of data concerned and the recipients or categories of recipients.

Your right of access is strictly limited to the data that you provide to us, with the exception of any elements prepared by our teams relating to the analysis of your application, including the potential reasons for our decision whether or not to hire you.

You also have the right to obtain a copy of your personal data processed by our company. For any requests for additional copies, we may ask you to cover the costs involved. If your request is submitted electronically, the information will be provided in a standard electronic format unless requested otherwise.

- **Right to rectification and right to erasure:** you have the right to ask us, as soon as practicable, to rectify any of your data that might be inaccurate or incomplete.

You also have the right to have your data erased, as soon as practicable, particularly when your data are no longer required in relation to the purposes for which they have been collected or processed in any other way.

- **Right to restriction of processing:** you have a right to restriction of processing, which may notably be exercised if you dispute the accuracy of your personal data, while noting that the restriction of processing lasts for the time needed for our teams to check the accuracy of the data concerned. You may also ask us to restrict processing when we no longer need data for the processing purposes.
- **Right to data portability:** you do not have this right since the three cumulative conditions required for it to apply are not satisfied.

- **Right to object:** as above, note that you do not have this right since the three conditions required for it to apply are not met.
- **Right to issue advanced instructions for the processing of your personal data after your death:** you can provide instructions for the retention, erasure and disclosure of your personal data after your death.
- **Right to lodge a complaint with a supervisory authority:** you can submit a complaint to the French data protection authorities (CNIL) if you consider that the processing of your personal data is in breach of the regulations applicable in this area. The CNIL can be contacted at the following address:

CNIL – Service des plaintes  
3 place de Fontenay – TSA 80715  
75334 Paris Cedex 07, France  
Tel: +33 (0)1 53 73 22 22

## 12. HOW TO EXERCISE YOUR RIGHTS

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If you would like to exercise any of your rights, please contact us at [privacy@mercialys.com](mailto:privacy@mercialys.com).

To ensure that your request can be managed efficiently and quickly, please remember to indicate the right(s) that you would like to exercise.

You may be asked for proof of identity, if applicable (to verify that you are the person concerned by the processing).

## 13. SECURITY AND PROTECTION OF YOUR DATA

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Our company defines and implements various security measures to prevent any destruction, loss, alteration or unauthorized disclosure of personal data.

The IT systems and paper materials used for processing your personal data are organized and protected with a view to ensuring the security and confidentiality of your data.

## 14. POLICY UPDATES

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We reserve the right to modify the presentation and content of this policy. Any new version of the policy published on [www.mercialys.com](http://www.mercialys.com) will replace the previous version.

## 15. GENERAL PROVISIONS

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Do you need any additional information regarding personal data?

Please do not hesitate to contact our DPO at [privacy@mercialys.com](mailto:privacy@mercialys.com) or at our registered office address.