

Data Privacy Notice for Applicants

Your personal data is important to Adikteev (“**ADIKTEEV**” or “**We**”). So We have developed a privacy policy (“**Privacy Policy**”) that explains how We use, disclose, transfer and store your personal data for the purposes of the recruitment exercise.

ADIKTEEV SA is the controller of the personal data of prospective employees and is subject to the General Data Protection Regulation ((EU) 2016/679) (GDPR) and the local data protection law.

Please take a moment to read this document and email us (dpo@adikteev.com) if you have any questions.

1. How We collect your data

We collect personal data about you from the following sources:

- You, the applicant.
- Our employees, in the context of co-option.
- recruitment agencies with whom you have registered an interest. Such recruitment agencies are committed to a duty of confidentiality.
- From publicly accessible sources, such as LinkedIn, etc., where we collect the data included on your profile.

2. Categories of data We collect

The categories of data that ADIKTEEV collects from you include:

- the data we usually access to through your curriculum vitae (CV) and/or your covering letter such as your name, home address, contact details (such as telephone number and email address), education history, age, gender, photo, current and past employment details, languages, computer skills, immigration status and work permits, family life etc ;
- The summaries of interviews
- disability status if you share it with us

3. How We use data

We will use the personal data we collect about you to:

- Carry out the recruitment process (including negotiation and communicating with you in relation to your application).
- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

Regarding **sensitive personal data**, we may use :

- your disability status to consider whether we need to provide appropriate adjustments during the recruitment process.
- data about your nationality or ethnicity, to assess whether a work permit and a visa will be necessary for the role.

It is in our legitimate interests to decide whether to appoint you since it would be beneficial to our business to appoint a suitable candidate to the concerned role. Having received your data and the results from any tests you took, we may decide whether you should be shortlisted for the role, be called for an interview, be offered the role, and whether we should take up references and/or any other check before offering you a role.

Some personal data are necessary for us to consider your application (e.g. qualifications, work history) and we may not consider your application without it.

4. Data retention

If you are unsuccessful we may retain your personal data either:

- for 2 years after the last contact, or
- for less than 2 years if you ask us to remove it, or
- for more than 2 years with your explicit consent.

We further retain such personal data in case a similar role becomes vacant for which you will be a fitting candidate.

After this period, we will securely destroy your personal data.

If you are successful, the data necessary for your employment will be retained for the duration of the employment contract and more with regard to the law in force.

5. Data recipients

5.1 The authorized members of personnel

Your personal data may be shared with certain categories of employees when justified by their activity (e.g. the HR team or the managers concerned by the open job position).

5.2 The third party processors

We also share your personal data with other parties which provide products or services to Adikteev such as Talent Acquisition Platform (Recruitee ; Welcome to the jungle) or collaboration tool (Google G-suite).

We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

5.3 Legal authorities

We may disclose information to a third party where We are legally required to do so in order to comply with any applicable law, regulation, legal process or governmental request.

6. Your Rights

Under certain circumstances, by law you have the right to:

- **Request access** to your personal data meaning that you could receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data corrected.
- **Request erasure** of your personal data. You can ask us to delete or remove personal data where there is no good reason for us continuing to process it.
- **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.

- **Request the restriction of processing** of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal data to another party (right to data portability).
- **Lodge a complaint** with a supervisory authority (e.g. the “*Commission nationale de l’informatique et des libertés*” (CNIL)).

If you want to review, verify or correct your personal data, you can do so by sending an email to dpo@adikteev.com.

7. Security measures

We implement a number of security measures appropriate to ensure the security of your information and, notably, prevent any alteration, corruption and any unauthorized access by any third party.

8. Contact ADIKTEEV

Any question relating to personal data processing by ADIKTEEV and/or this Privacy Policy, please email us at dpo@adikteev.com or write us to Adikteev SA, 29 rue des Pyramides, 75001 Paris.