

Data protection policy

Application to a job offer

Introduction

This notice sets out how Inserm Transfert collect and process your personal data. It also provides certain information that is legally required and lists your rights in relation to your personal data. Please read this notice carefully, so that you are aware of how and why we are using your personal data.

We take our data protection responsibilities seriously and this notice reflects the obligations set out in the *General Data Protection Regulation (EU Regulation 2016/679) (GDPR)* and the *French Data files and Individual Liberties defined by Law no. 78-17*, as amended.

If you need to contact us in connection with our processing of your personal data, then you can do so by contacting our Data Protection Officer by email at dpo@inserm-transfert.fr or mail Data Protection Officer Inserm Transfert 7 rue de Watt 75013 Paris

Note: This notice may be amended or updated from time to time and we would recommend that you regularly check it to review and remind yourself of the contents of it.

1. Principal of data protection

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes clearly explained to you in *section 2 Collection, Use & Disclosure of Personal Data* and not used in any way that is incompatible with those purposes;
- Relevant to the purposes we have told you about and limited only to those purposes;
- Accurate and kept up to date;
- Kept only as long as necessary for the purposes of your application; and
- Kept securely.

2. Collection and Use & Disclosure of Personal Data

2.1. Application

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter;
- The information you have provided on our online application form, including name, surname, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications and your preferred language;
- Any information will you provide to us;
- Recommendations provided on your behalf by others.

2.1.1. How we will use the information about you and our lawful bases for processing data

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

- Assess your skills, qualifications, and suitability for the job;
- Carry out background and reference checks, where applicable;
- Communicate with you about the recruitment process;
- Keep records related to our hiring processes;
- Comply with legal or regulatory requirements.

When you apply for a job, we process your data on the basis of your profile and skills needed for the job.

Having received your application and where applicable your CV, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the job. If you do, we will then decide whether to invite you for an interview based on the contents of your CV and the skills and experience needed for the job. If we decide to call you for an interview, we will use the information you provide to us at the interview. If we decide to offer you the job and we might then take up references.

2.1.2. Retention of personal data

We will retain your personal data and information up to 3 months after we received your application to a job offer. If your application is unsuccessful, your data will be deleted. In case of unsolicited application, we will retain your data up to 12 months so that we can notify you of future jobs.

If your application is successful the information which is gathered during the application process will be retained by us as part of your employee file for the duration of your employment and then for as long as the relevant limitation period or as required by the law in the country you are employed.

We retain your personal information for the periods set out so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy

Where we no longer need to process your personal data for the purposes set out in this notice then we will delete your personal data from our systems.

2.2. Disclosure

The information provided and collected is intended for Inserm Transfert as Data Processing Manager. Inserm Transfert undertakes not to disclose and sell to third parties the information and personal data communicated to it. These are confidential and will only be used for the purposes of processing your application.

3. Request for Access, Correction and/or Withdrawal of Personal Data

Pursuant to the *General Data Protection Regulation (GDPR) Art. 15 Right of access and the French Data files and Individual Liberties defined by Law no. 78-17*, as amended, you have the right to access

information held about you. For this reason, you can access information concerning the data collected, stored and managed by Inserm Transfert at any time without providing any reasons. As part of the GDPR and the *French Data files and Individual Liberties*, you may request that your personal data is corrected, deleted or transferred to another party(ies).

You can exercise this right by contacting: Inserm Transfert - Data Protection Officer - 7 rue Watt 75013 Paris or dpo@inserm-transfert.fr.