

Privacy Information notice

Applicants to ARCHIMED's job offers

06/01/2025

Version 1.0

ARCHIMED is committed to the respect of your privacy and to the protection of your personal data. This information notice aims at informing you of the details of the data processing implemented by ARCHIMED, especially in the context of the management and evaluation of your application.

In the event that this application leads to employment, we will provide you with an information notice concerning the processing of personal data relating to our employees.

These personal data processing are implemented by ARCHIMED SAS, whose head office is located at 9 rue des cuirassiers, 69003 Lyon, acting as a data controller.

Origin of the collection of your personal data

Your personal can be collected:

- Directly from you when you apply to job offers posted by ARCHIMED and during job interviews with our recruitment staff.
- Indirectly when your professional data is shared with us by a headhunter, through the analysis of the data made publicly available especially concerning professional social networks, or data you intentionally shared with us related to your application.

Why are we processing your personal data?

First of all, we would like to remind you that we process your personal data exclusively for legitimate purposes that enable us to run our business properly. Under no circumstances will your personal data be used for purposes other than those listed below.

The purposes for which we process your personal data are:

- **Searching for and identifying relevant profiles to attract applications** by setting up an application management platform (ATS) and creating a CV library.
- **The pre-selection of candidates:** sorting, recording and evaluation of CVs and cover letters, consultation of data available on professional social networks.

- **The assessment of your suitability for the job and measurement of your aptitudes:** information gathered during telephone interviews, face-to-face interviews, videos, case study.
- **Management of litigations**

Information concerning the constitution of a CV Library

In the event of a spontaneous application, or if you have not been selected as a result of a recruitment process, we may keep your application in a pool of candidates: a CV Library. This will enable us to contact you if a new opportunity arises that matches your profile. In this case, we will inform you of this as part of our exchanges, and you will have the possibility of objecting to this processing at any time without having to justify any specific reason.

What categories of personal data do we process about you?

First of all, we would like to remind you that we process your personal data exclusively for legitimate purposes that enable us to run our operations properly. Under no circumstances will your personal data be used for purposes other than those listed above. Some data are therefore mandatory for the good management of the recruitment process, if this data is not provided, we would not be able to respond to your application. Facultative data are highlighted by an asterisk* in the following list.

Here is the list of personal data that we may process about you:

- **Identification and contact data:** name, surname, email address, postal address*, phone number, photography*.
- **Data concerning personal life:** nationality*, work authorization or a valid residence permit valid as work authorization (foreigners only).
- **Professional data:** data contained in the CV (education, experience, qualifications, diplomas etc.), data contained in the cover letter*, data collected during interviews and case study, data made publicly available on professional social networks.
- **Financial data:** salary claims.

What are the legal bases for the processing of your personal data?

First of all, a legal basis is a mechanism created by the General Data Protection Regulation (GDPR) on which data processing must be based in order to be lawful. This

ensures that organizations, such as ARCHIMED, cannot use your personal data for purposes that are not legitimate.

The legal bases on which we process your personal data are:

- **Execution of pre-contractual measures:** we may process your personal data as part of pre-contractual measures relating to the establishment of an employment contract, in particular concerning the receipt and analysis of your application.
- **Our legitimate interests:** we process your personal data on the basis of our legitimate interests in the context of job interviews designed to assess and verify your professional skills, as well as in the context of building up a CV database, or the management of litigations.
- **Legal obligation:** if you apply to a job offer from abroad, we may need to check that you are legally enabled to work in France in order to comply with French labor law requirements.

Who may have access to your personal data?

We do our best to share your personal data with as few people as possible, ensuring that the need is justified and legitimate.

Your data may be shared with various stakeholders, both internal and external to ARCHIMED. These recipients are:

- ARCHIMED's authorized employees in the course of their duties (general management, future manager, human resources department, the Data Protection Officer, etc.).
- Authorized employees of other entities of the ARCHIMED Group in the event of recruitment for a position requiring international collaboration.
- ARCHIMED's processors concerning the information system and software used for the above-mentioned purposes (i.e. recruitment platform operator).
- Legal councils, auditors and consultants in the context of their attributed missions.
- Legal and administrative authorities, in accordance with applicable laws.

ARCHIMED is a multinational organization with subsidiaries, partners and processors located in many countries around the world. For this reason, we may transfer your personal data (including by providing access to it, allowing it to be viewed, or by storing it) to other jurisdictions, including outside the European Economic Area, to countries that may not be considered to offer a level of protection equivalent to that of the country in which you reside.

If we need to transfer your personal data outside the European Union, we will ensure that adequate safeguards such as those prescribed by applicable data protection legislation are implemented (such as the European Commission's Standard Contractual Clauses where applicable).

How is your personal data protected?

We believe that IT security is essential to protect your privacy in the light of the various risks to the confidentiality, integrity and availability of your personal data.

We have therefore implemented various practical measures to reinforce the protection of our information system, such as:

- Multi-factor authentication and a strong password policy to secure access to our applications.
- Encryption of our computers and use of cloud solutions to limit the consequences of hardware loss.
- Regular back-ups of our systems, with regular integrity tests to validate their operation.
- Logging of all network activity, so that we can investigate any suspicious activity.
- Anti-virus and firewall systems.

We do our utmost to maintain state-of-the-art system security, as part of a continuous improvement process.

How much time do we keep your personal data?

We have implemented measures to ensure that the retention of your personal data does not exceed the periods strictly necessary for the fulfillment of the aforementioned purposes, or the satisfaction of legal retention obligations.

The data we collect as part of recruitment management will be kept in our systems, unless you object to their conservation, for a maximum of two years after the last contact with you and will then be deleted.

Data concerning hired candidates will be included in their administrative file and will be kept for the retention period applicable to it. A dedicated information notice will be made available.

What are your rights and how to exercise them?

You have various rights enabling you to maintain control over your personal data:

- The right of access: you can obtain information concerning the processing of your personal data, as well as a copy of your personal data processed by ARCHIMED.
- The right of rectification: you may request the rectification of personal data that is incorrect or incomplete.
- The right to erasure: you may request the deletion of your personal data.
- *N.B. We may have a legal obligation to retain data for defined periods: in some cases, we may not be able to honor your request.*
- The right of limitation: in certain cases, you can request the limitation of data processing (cf. Article 18 of GDPR).
- The right to object: the right to object to data processing.

- The right to portability: the right to request a copy of your personal data in a machine-readable format
- The right to define directives as to what will happen to your data following your death.

For further information on the processing of your personal data, or to exercise your rights, you can contact our Data Protection Officer, whose contact details are given below.

If you are not satisfied, you have the right to lodge a complaint with the Commission Nationale Informatique et Libertés (CNIL).

Contact

ARCHIMED Data Protection Officer

Email: dpo@archimed.group

Address: 9 rue des cuirassiers, 69003 Lyon, France