



Pierre Fabre



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**PRIVACY NOTICE FOR APPLICANTS**

**PIERRE FABRE SA**



## Pierre Fabre

PIERRE FABRE SA, A French “Société Anonyme” having its registered office located at Parc Industriel de la Chartreuse - 40 Rue Albert Calmette - 81100 Castres - France (hereinafter “**Pierre Fabre**”, “**we**” or “**our**”), attaches great importance to the protection of Personal Data relating to its applicants (hereinafter “**You**”).

Pierre Fabre respects your concerns relating to the protection of your privacy and your Personal Data. By “**Personal Data**”, we mean any directly or indirectly identifiable information about You, collected or otherwise received by Pierre Fabre, as defined by the General Data Protection Regulation (EU) 2016/679 ("GDPR") and described in this Notice.

This Applicants Privacy Notice (hereinafter referred to as the “**Notice**”) contains information regarding the nature and the use we make of your Personal Data, as well as your rights relating to this use. This Notice aims to ensure transparency and make you confident in the way Pierre Fabre handles your Personal Data.

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**1. Why do we collect and process your Personal Data?**

Pierre Fabre collects and processes your Personal Data for the following purposes and legal grounds:

<b>Purposes of applicant Personal Data processing</b>	<b>Legal ground</b>
Determine your abilities for the job for which you applied or another job in case a similar position would open	Pierre Fabre's legitimate interest to hire people with skills and know-how in adequacy with its needs
Keep you informed of the follow-up of your recruitment process	Pierre Fabre's legitimate interest to carry on the recruitment process
Management of the job offers for which you may be suited	Pierre Fabre's legitimate interest in its capacity as a recruiter to fulfil the most suitable job in accordance to the candidate's skills
If your application is accepted, proceed to your recruitment and manage your employment agreement	Performance of pre-contractual obligations and then of the employment agreement
Statistics to analyse the employment within Pierre Fabre and ensure an optimal management of human resources	Pierre Fabre's legitimate interest to improve our recruitment processes

**2. What type of Personal Data do we process?**

We only process data that is strictly necessary for the purposes described in section 1.

We collect your Personal Data when You send your curriculum vitae, whether online or in hard copy, or when You apply for employment by indirect means, for example via a recruitment agency or a head hunter, and more generally throughout the Pierre Fabre recruitment processes.

The categories of Personal Data we may process on You, will depend on the purposes of the processing as described in section 1 above and include notably the following:

- **data relating to your civil status and identity**, such as : surname and forename, address, telephone number, e-mail address;
- **data relating to your educational and professional background**, such as : CV, resume, training, professional experience, competences, references, distinctions; and
- **data relating to your salary expectations** (salary earned in your previous positions and current salary); and



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Pierre Fabre uses the following recruitment methods and techniques:

- Recruitment announcement,
- CV bank
- Social networks
- Recruitment providers
- Paper, digital or video CV
- Telephone interview, video, face to face
- Personality and cognitive questionnaire.

We collect only the Personal Data we need to process your application. Those which are marked with an asterisk on the collection forms online or in hard copy, are mandatory. Absence of such information will not enable us to process your application.

In such case, Pierre Fabre reserves the right to contact You in order to collect the missing information.

### 3. Who can access your Personal Data?

Within Pierre Fabre, your Personal Data are only accessible to those individuals who need to know to process your application.

More specifically:

- Within the company:
  - Employees of Pierre Fabre's HR / recruitment department;
  - Pierre Fabre's IT department;
  - The relevant personnel who need to recruit
- Outside the company:
  - The HR departments of other Pierre Fabre Group subsidiaries if the application may be relevant for other affiliates than the one which received the application ;
  - The relevant personnel of those affiliates who may be interested by the application
  - Service providers working for Pierre Fabre and involved in the management of the processing carried out for the purposes set out in section 1.



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With respect to the disclosures of Personal Data described above, Pierre Fabre:

- follows processes and procedures to ensure disclosures are only made available to internal personnel who are authorized to receive this information and who need the information to perform their task;
- will provide Personal Data only to third party service providers that are authorized to receive and process this information and who have contractually agreed to (i) implement appropriate measures ensure the security of your Personal Data and/or (ii) process this information as instructed by Pierre Fabre and as necessary to perform their services to Pierre Fabre and (iii) more generally meet all the requirement under applicable local laws;

In addition, please note that, in the event Pierre Fabre is sold or all or part of its business is otherwise transferred to a third party, You are informed that your Personal Data as collected and maintained by Pierre Fabre may be transferred to that third party, subject to applicable local law requirements.

### **4. How do we protect your Personal Data?**

Pierre Fabre takes reasonable measures to ensure protection against any unauthorized access to, and unlawful use of your Personal Data and against loss, destruction, or damage to your Personal Data. Pierre Fabre uses physical, logical, and technical measures, as well as organizational and procedural controls to safeguard your Personal Data, all of which are subject to regular review.

### **5. Are your Personal Date transferred?**

Your Personal Data (as listed in section 2) may be transferred to organizations within the Pierre Fabre Group located outside the European Union and to external service providers for the purposes listed in section 1 above.

The processing activities carried out include without limitation, organization, reading, inputting, adaptation or modification, extraction, use, communication, deletion and destruction of your Personal Data, once the limited storage term is expired.

Given the fact that some of these non EU countries do not ensure an adequate level of protection of Personal Data as in the European Union, Pierre Fabre shall in accordance with applicable regulations, ensure the protection of your Personal Data as follows:

- within the Pierre Fabre Group, through the conclusion of an Intra-Group Data Transfer Agreement including the standard contractual clauses published by the European Commission; and



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- when using the services of external service providers, through the implementation of standard contractual clauses published by the European Commission. Copies of these documents may be obtained by sending an email to the contact address indicated in section 9 below

### 6. How long do we store your Personal Data?

Pierre Fabre keeps your Personal Data for a maximum period of 12 months after the last contact between Pierre Fabre and yourself.

Such retention period allows us to re-evaluate your application if a job suitable to you becomes available and Pierre Fabre believes it may be of interest for You. Your Personal Data are then deleted, unless we keep Your Personal Data for a longer time, with your consent, to offer You other opportunities of employment within the Pierre Fabre Group.

### 7. What are Your rights?

You have a number of rights in relation to your Personal Data. More information about each of these rights is set out below:

**Withdrawal of consent.** You can withdraw at any time your consent in respect of any processing of Personal Data based on your consent, if applicable, without affecting the lawfulness of processing based on your consent before its withdrawal.

**Access.** You can ask us to confirm whether we process your Personal Data and, as the case may be, inform you of the characteristics of such processing, allow you to access such data and give You a copy of it.

**Rectification.** You can ask us to rectify or complete inaccurate or incomplete Personal Data.

**Erasure.** You can ask us to erase your Personal Data in the following cases: where it is no longer necessary for the purposes for which it was collected; you withdrew your consent; You objected to the processing of your Personal Data ; your Personal Data has been processed unlawfully; or to comply with a legal obligation. We are not required to comply with your request notably if the processing of your Personal Data is necessary for compliance with a legal obligation or for the establishment, exercise or defence of legal claims.

**Restriction.** You can ask us to restrict the processing of your Personal Data (i.e., keep but not use your Personal Data) where: the accuracy of your Personal Data is contested; the processing is unlawful, but You do not want it erased; it is still necessary to establish, exercise or defend legal claims; to verify the existence overriding grounds following the exercise of your right of objection. We can continue to use your Personal Data following a request for restriction, where: we have your consent; to establish, exercise or defend legal claims; or to protect the rights of another natural or legal person.



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**Portability.** You can ask us to provide your Personal Data to you in a structured, commonly used, machine-readable format, or you can ask to have it 'ported' directly to another data controller, but only where the processing is based on your consent or on the performance of a contract with You, and the processing is carried out by automated means.

**Digital legacy.** You have the right to define (general or specific) directives regarding the fate of your Personal Data after your death.

**Right to object to processing justified on legitimate interest grounds.** Where we are relying upon legitimate interest to process Personal Data, then You have the right to object to that processing. If You object, we must stop that processing unless we can either demonstrate compelling legitimate grounds for the processing that override your interests, rights and freedoms or where we need to process the data for the establishment, exercise or defence of legal claims.

You also have the right to lodge a complaint with your Supervisory Authority.

Pierre Fabre has appointed a Data Protection Officer (hereinafter “DPO”) who may be contacted at [dpofr@pierre-fabre.com](mailto:dpofr@pierre-fabre.com)

You can thus, first send any claims You might have to the DPO, so that we can deal with your questions and work together to find solutions.

Please help us to keep your data accurate by informing us of any change of name, address, or any other relevant change that may be relevant.

### **8. How will You know if there are any changes to this Notice ?**

This Notice is posted on Pierre Fabre's website. You are invited to consult it regularly as it may be updated periodically to take into account the changes in the law, regulations, or company practices.

### **9. Who do You contact if You have any privacy questions?**

If You have any questions, comments, or concerns about your Personal Data or about this Notice, please contact the following email address: [dpofr@pierre-fabre.com](mailto:dpofr@pierre-fabre.com)

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