

Detailed information notice

The information presented in this notice is communicated to you provided that it does not contravene applicable local laws.

RECRUITMENT MANAGEMENT

Last updated on: 10/11/2018

The purpose of this information notice, concerning the above-mentioned processing activity, is to provide you with all the information required by the applicable regulations on the protection of personal data and in particular by the General Data Protection Regulation ("GDPR").

➤ Identity and contact details of the processing activity

Compagnie de Saint-Gobain
Les Miroirs - 18 avenue d'Alsace
92400 Courbevoie, France

➤ Purpose of the processing activity

○ Purposes:

This processing activity has been set up to manage the recruitment of Saint-Gobain Group employees and, in particular, for the following detailed purposes:

- Management of applications and unsolicited applications (resume, video, ...);
- Management of the adequacy of profiles for the position concerned (evaluation, test, ...) and selection of relevant profiles;
- Correspondence (email, letter ...) with candidates (progress of the process, hiring, rejection of the application, ...);
- Reporting and statistics;
- Use of electronic functionalities for the management of letters and electronic archiving of documents produced in this context.

○ Legal basis for the processing operation

Legitimate interest (Article 6.1.f of the GDPR): to recruit the staff necessary for the Group's activities.

➤ Data and retention period

Categories of data	Data source	Retention period
<ul style="list-style-type: none">• Identity data• Professional life• Connection data• For American and South African positions only: ethnic origins	<ul style="list-style-type: none">• Direct collection from candidates• Indirect collection:<ul style="list-style-type: none">o Through recruitment agencieso Through HR systems for Group employees	<ul style="list-style-type: none">• 1 year after the last activity on the account (an email is sent 1 month before deletion)• For internal candidates within the Group, data are kept for the duration of the contractual relationship, plus 1 year

➤ Recipient(s)

- Recruitment managers;
- Direct managers for the offers they manage;
- Group partner recruitment agencies;
- Application and IT infrastructure managers

➤ Data transfer outside the European Union

The data processed in this activity may be transmitted to entities of the Saint-Gobain Group ([click here](#) to view the different countries in which the Group operates). The security and confidentiality of these transfers are contractually guaranteed by the presence of standard contractual clauses defined by the European Commission.

➤ Rights of individuals

Under certain conditions, you may exercise the following rights over your personal data:

- Right of access;
- Right of rectification;
- Right to delete ;
- Right of limitation of processing;
- Right of opposition.

If, after contacting us, you consider that your rights are not respected or that this data processing does not comply with data protection rules, you have the right to file a complaint with your supervisory authority.

➤ Data Protection Officer (DPO) contact details

To exercise your rights or for any question about the processing of your data within this system, please go to the ["Contact"](#) section of our "Your data and your rights" page.

➤ Additional information

The elements of this detailed information notice may change according to the requirements of applicable local law.

To find at any time the information relating to the protection of your personal data, go to the ["Your data and your rights"](#) section of our institutional website.