



Donnons vie au progrès

PERSONAL DATA POLICY RECRUITMENT- JOB APPLICANTS

27/09/2019

Dear job applicants,

We are pleased to present our personal data policy regarding the data that we process for your job application, whether it be unsolicited or via our dedicated e-mail address (recrutement@bouygues.com), for a position advertised on bouygues.com or sent to us from a job board.

The policy is presented in question and answer form.

It sets out concisely your personal data in our possession and how we use it.

It also summarizes your specific rights as regards personal data and explains how you can exercise them.



YOUR QUESTIONS – YOUR RIGHTS

1. Who is responsible for processing my personal data?.....	3
2. Why do you need this personal data?.....	3
3. What is the legal basis for using my personal data?	3
4. How did you obtain my personal data?.....	4
5. What types of personal data about me do you collect?	4
6. Do you use a service provider (sub-contractor) to process my data?.....	4
7. Do you give my personal data to anyone else?.....	4
8. Do you hold any sensitive data about me?	5
9. Do you transfer my personal data outside the European Union?.....	5
10. Where is my personal data stored?.....	5
11. How long do you keep my personal data?	5
12. Will my personal data be used for automated decision-making or profiling?	
13. What are my rights as regards my personal data?.....	6
14. What happens if I object to my data being processed or if I withdraw my consent?.....	7
15. How do I exercise my rights and who should I contact?	7
16. I am unsure about whether your data processing respects my rights, I would like more information about my rights, who can I contact?.....	8



1. Who is responsible for processing my personal data?

- In principle, the data controller of your job application is the company where you have applied for a job.

-

Your application is sent to the person in charge of recruitment in the company where you have applied for the job.

If you have any questions about the processing of your personal data relating to your job application, please contact the Human Resources department of the company to which you have sent your application directly.

- The data controller of the digital job application platform on bouygues.com is the following company:

Bouygues

32 avenue Hoche

Personal data - recruitment

75008 Paris, France

Registration No. 572 015 246 Paris

- When applying for a job at Bouygues SA

The Human Resources department is available to answer your questions about this document, in the context of your application for a job at Bouygues.

E-mail address: recrutement@bouygues.com

2. Why do you need this personal data?

We use your personal data:

- To manage the user account that you use to apply for jobs on-line on the bouygues.com website, via your job applicant space, and to provide the services offered by this platform;
- To process your job application and discuss it with you;
- To share you CV with other entities in our group that might be interested in your profile (where appropriate).

3. What is the legal basis for using my personal data?

We use your personal data with your consent. This data is essential for us to review your job application and contact you thereafter.

When you apply for a job at Bouygues SA, as part of the job application process and following a review of your application, we may, if we wish to meet you in person, ask you to complete an on-line personality questionnaire on a platform hosted and developed by Cubiks before your first face-to-face interview with us. During the recruitment process, we may also ask you to carry out additional tests at the premises of our service provider (currently CEPIG).



4. How did you obtain my personal data?

We process personal data about you from the following sources:

1. Data from the job application you sent directly to Bouygues or via another third-party website offering on-line job application services (job boards such as Apec, Pôle Emploi, etc.).
2. Data that you may provide us with in our interactions during the recruitment process;
3. Job applications via the bouygues.com website:
 - Data you sent us for the creation or modification of your user account on bouygues.com;
 - Technical data related to your use of the service (cookies, etc.)

5. What types of personal data about me do you collect?

We process the following types of personal data:

- Last name,
- Postal address and e-mail address,
- Telephone numbers provided,
- Other personal data contained in your job application (CV, cover letter, etc.)
- Cookies (session-based authentication cookies, audience measurement cookies, social network cookies generated by share buttons).

6. Do you use a service provider (sub-contractor) to process my data?

The on-line job application tool on bouygues.com is provided by Talentsoft. This tool is hosted by Bouygues Telecom.

For job applications to Bouygues SA, personality tests are carried out by our service provider Cubiks and its dedicated tool.

7. Do you give my personal data to anyone else?

The people in charge of recruitment (identified in the advert) have automatic access to your job applications. Your job applications are processed by the Bouygues group entity concerned, and solely by this entity.

The categories of people below have access to all or part of your personal data:

- Employees of the company where you have applied for a job who are involved in the recruitment process;
- The employees in the companies of our Group concerned, who might be interested in your profile;
- Job applications sent specifically to Bouygues SA: Our external service providers (personality tests):
 - a) Cubiks (last name, first name, e-mail address)
 - b) CEPIG (CV, e-mail address).



NB: We will never sell your personal data.

8. Do you hold any sensitive data¹ about me?

No, we have no intention of processing sensitive data about you.

However, we may come into possession of sensitive data about you if you choose to voluntarily give it to us by including it in your job application.

9. Do you transfer my personal data outside the European Union²?

In principle, we do not transfer your personal data outside the European Union.

However, we may be obliged to transfer your personal data outside the European Union in certain very specific cases, such as if you apply for a job that is located outside the European Union. If so, your job application will be sent to the person in charge of recruitment and future manager present in the location of the job vacancy. This person in charge of recruitment is not necessarily located in a country of the European Union or in a country considered to be adequate by the European Union in terms of personal data security. All data transfers of this type potentially carry a higher level of risk for your rights and freedoms as well as for the safety of your data.

10. Where is my personal data stored?

Your personal data is stored within the European Union (France).

11. How long do you keep my personal data?

We keep your personal data for the following period(s):

a) "Job applicants" account on bouygues.com:

Information about your use of this service will be retained until your account is deleted. Inactive accounts are deleted after twelve months.

b) Job application:

According to the processing methods specific to the company to which you have sent your job application.

Job applications sent directly to Bouygues SA: until the position for which you have applied has been filled and until the end of the trial period of the chosen job applicant.

¹ **Sensitive** or **specific** data is defined as:

- Personal data about one's racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, membership of a trade union, genetic data, biometric data for unique identification of a person, physical or mental health or condition, sexual life or orientation; and
- Details about criminal offences and court sentences.

² At 07.03.2018, the **countries of the European Union** were the following: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.



We then keep your job application, unless otherwise instructed by you, for a period not exceeding 18 months.

c) Cookies: duration of their validity.

12. Will my personal data be used for automated decision-making or profiling³?

No.

13. What are my rights as regards my personal data?

You have the following rights as regards your personal data:

1. Right of access

You may ask us directly:

- Whether we hold personal information about you; and
- To send you all the personal data we hold about you.

You can exercise this right of access to check whether the information is correct and, if necessary, ask us to rectify or erase it if it is incorrect or out of date.

2. Right to modification

You can ask us to rectify any incorrect information about you. This will avoid us passing on or processing incorrect information about you.

3. Right to erasure

4. Right to object

You can object, for legitimate reasons, to your personal data being passed on, transferred or retained.

5. Right to restrict processing

You can ask that only the data required by the data controller be processed.

6. Right to data portability

You may retrieve part of your personal data in an open, machine readable format (electronic file). You can then store or move your personal data easily from one IT environment to another for re-use.

7. Right not to be subject to solely automated decisions

The right not to be subject to a decision based solely on automated processing includes profiling and, generally, all data processing that produces legal effects concerning you or that similarly affects you.

³ **Profiling** means any form of automated processing of personal data to evaluate certain things about an individual, for example to analyse or predict their performance at work, financial position, health, personal preferences, interests, reliability, behaviour, location and travel.



However, this right does not apply when the decision taken following an automated decision:

- Is required for the conclusion or execution of a contract between you and the data controller,
- Is authorised by European Union law, or French law, and also makes provisions for appropriate measures to protect your rights and freedoms and your legitimate interests.
- Is based on your explicit consent.

8. Right to withdraw consent to processing at any time (if such processing is based on your consent).

9. Post-mortem right

You can give us instructions as to what to do with your personal data after your death.

NB: These are not absolute rights. You may exercise them within the applicable legal framework and within the limits of those rights. In some cases, we may refuse your request (legal requirement, compliance with our commitments to you, etc.). If we do, we will tell you why.

For further information about your rights, you may consult the CNIL's (French Data Protection Authority) website: <https://www.cnil.fr/fr/comprendre-vos-droits>

14. What happens if I object to my personal data being processed or if I withdraw my consent?

If you ask for your personal data to be erased or you object to it being processed, we will no longer have the data required to process your job application.

If you only want to delete your job applicant account on the bouygues.com website, we will no longer contact you via this tool. You may continue with the recruitment process, but you will have to send us the data contained in your job application using another method.

NB: In some cases, we may refuse your request (legal requirement, compliance with our commitments to you, etc.). If we do, we will tell you why.

15. How do I exercise my rights and who should I contact?

- Recruitment process:

If you wish to exercise your rights with regard to the processing of your personal data by the entity to which you have sent your application, please contact the HR department of the company where you have applied for the position or the Data Protection Office of the Business segment concerned (if the Business segment has appointed one).



- “Job applicant” account on bouygues.com:

To exercise your rights in relation to your “job applicant” account on bouygues.com and the personal data contained in your account, you may contact:

Bouygues
32 avenue Hoche
75008 Paris, France
Registration No. 572 015 246 Paris

Please contact the Group Job mobility department if you have any questions about your user account:
E-mail address: mobilite_groupe@bouygues.com

In case of difficulty, you may also make a complaint to the competent supervisory authorities.

In France, this is the CNIL (<https://www.cnil.fr/fr/agir>)

16. I am unsure about whether your data processing respects my rights, I would like more information about my rights, who can I contact?

In France, you may contact CNIL: <https://www.cnil.fr/> (general information).