

## DETAILED INFORMATION NOTICE – RECRUITMENT MANAGEMENT

Last updated: 26/11/2024

The information in this notice is provided to you, insofar as it does not contravene any applicable local provisions.

The aim of this notice is to inform you of the rights that you can expect with regard to our use of your personal data on the website and its candidate portal and to describe the measures that we take to protect them.

Please note that other general conditions and charters on the protection of personal data apply to other Saint-Gobain Group websites and we recommend that you consult them carefully.

### ➤ **Identity and contact details of the controller**

The entities of the Saint-Gobain Group, which offer a job to which you apply on the candidate portal, are the "data controllers" of the personal data. This processing is carried out in accordance with the applicable law.

Please find the contact details of the entity responsible for processing in the description of the job offer to which you are applying.

### ➤ **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:

- Creation of a platform allowing applications to be submitted in the context of the job offers of Saint-Gobain Group entities or information collected at a "job" or "student" forum, etc.;
- Selection of candidates: checking, recording and filing of CVs and cover letters in a database, management of the suitability of profiles for the position concerned (evaluation, etc.), etc.;
- Contact with the candidate to evaluate the candidate's ability to hold a job and measure his or her professional skills: processing of information collected during telephone, face-to-face, video interviews, etc., correspondence (e-mail, mail, etc.) with the candidates (progress of the process, hiring, rejection of the application, etc.);
- Reporting and statistics;
- Management of requests for the exercise of rights where applicable

Your personal data will not be further processed in a manner incompatible with the purposes described above or under the collection forms.

#### ○ **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 periods**

Categories of Data	Data Sources	Retention Periods
<ul style="list-style-type: none"> <li>• Identification data</li> <li>• Professional life</li> </ul> <p>Any category of personal data that would be collected in addition to this list by an entity of the Group Saint-Gobain, shall be communicated to you directly by the latter.</p>	<p>Directly collection from candidates</p> <ul style="list-style-type: none"> <li>• Indirect collection: <ul style="list-style-type: none"> <li>• Through recruitment agencies.</li> <li>• Through HR systems for Group employees</li> </ul> </li> </ul>	<p>The retention period of your data is according to the legislation in force or the recommendations of the authority of the countries of the offer to which you apply:</p> <p><b>FRANCE:</b> 1 year after last activity on the account in the active database (email sent 1 month before archiving) and 4 years in the intermediate database before deletion</p>
Connection data	Directly when the person is browsing our sites 13	13 months from its deposit

Please note that some countries have different retention periods.

Where applicable, individuals are informed of the mandatory or optional nature of the data requested and the consequences for them of failing to respond.

➤ **Special Categories of Personal Data**

During the initial stages of the recruitment process, we will not collect special categories of personal data ("sensitive data"). Sensitive data includes information revealing racial or ethnic origin, political opinions, religion or belief, trade union membership, genetic or biometric information for the purpose of uniquely identifying a natural person, health status, sex life, sexual orientation and, in some cases, social security numbers or financial information.

We may collect sensitive data about you at a later stage in the recruitment process if we are required to do so by local labor laws or regulations. To the extent that you provide us with such data to support your application or to complete your personal profile, you agree that we may use such data in accordance with applicable local laws or regulations and this Notice.

Your candidate profile contains free text sections. If you provide us with personal information to support your application or complete your candidate profile, please do not include sensitive data in these sections. If you do provide such information, you agree that we may use it in accordance with applicable local laws or regulations and this Notice.

➤ **Recipient(s)**

- Departments of the controller or of Saint-Gobain Group entities involved in the recruitment process;
- Managers for the offers they manage;
- Recruitment agencies that are partners of the Group;
- Application and IT infrastructure managers, particularly for the technical management of the candidate portal;
- Inspectors, investigators, auditors and experts, on an ad hoc basis in the context of investigations;
- Authorized staff of the compliance department in charge of internal control or the litigation department for the management of litigation within the entity;
- Personnel in charge of managing requests to exercise rights;
- Legally authorized authorities in the context of their missions or the exercise of a right of communication.

#### ➤ **Data transfer outside the European Economic Area**

The data processed in the context of this activity may be transferred to entities of the Saint-Gobain Group. The security and confidentiality of these transfers are contractually guaranteed by the presence of standard contractual clauses drawn up by the European Commission. For any information on the measures put in place to ensure adequate protection, please write to the contact address mentioned below.

#### ➤ **Security and confidentiality of your data**

The data controller implements appropriate measures to preserve the security and confidentiality of your personal data and, in particular, to prevent it from being damaged or accessed by unauthorized parties.

#### ➤ **Rights of individual**

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 portability;
- 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", and we thank you in advance for specifying the country of the job for which you have applied.

➤ **Additional information**

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

In France, you have the right to define directives concerning the fate of your personal data after your death.

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 website.