



Data Protection Notice



This Data Protection Notice aims to provide you with all the relevant information regarding the collection and further processing of your personnel Data by Capgemini for the Be a Buddy initiative as a Corporate-Social-Responsibility (CSR) project to help you with their CV, job application, or foreign language improvement.



Key data protection notions

"Personal data" does not only refer to information related to your private life but encompasses any information that enables you to identify yourself either directly or indirectly, even when collected in a business and/or employment context.

"Processing" means any operation that is performed on personal data, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure, combination, restriction, erasure, or destruction.

"Controller" means the natural or legal person who determines the purposes and means of the processing of personal data.

"Processor" means the natural or legal personnel which processes personal data on behalf of the controller.

"Purpose" means the reason(s) why the controller needs to collect and further process the personal data.

Who is collecting your Personal Data?

Capgemini Deutschland GmbH referred to as "Capgemini", is collecting and further processing your personal data in their respective capacity as data controllers.

<https://www.capgemini.com/de-de/unternehmen/corporate-responsibility/getabuddy-en/>



Which of your personal data is processed by Capgemini?

Capgemini processes the following personal data:

- Contact details, e.g. name, first name, email address, telephone number, telegram account
- Location details, e.g. city
- Languages knowledge, e.g. English, German, Ukrainian, Russian
- Additional information, e.g. any information they are sharing with us

Why and on what ground is Capgemini collecting your personal data?

Capgemini is collecting and further processing your personal data for several reasons, each of which is based on a specific legal ground as defined hereunder:

 Main Purpose(s)	 Legal Ground(s)
Finding a right buddy for CV and/or application check as well as personal language tandem	Consent - Art. 6 (1) (a) GDPR
Inviting for regular language sessions	Consent - Art. 6 (1) (a) GDPR
Sending feedback survey	Consent - Art. 6 (1) (a) GDPR



Who has access to your personal data?

The Be a Buddy initiative and the CSR department of Capgemini shall have access to your personal data. However, such access shall be strictly limited to the relevant stakeholder(s) both from a functional and geographical scope. As a result, for the above-mentioned purposes, your personal data will be shared mainly with the following functions only on a need-to-know basis: the CSR department, Be a Buddy administrators, and Be a Buddy buddies and competent managers.

In addition, for this project, Capgemini relies on third-party suppliers acting as data processors, which may have limited access to your personal data. Where relying on such processors, be ensured that Capgemini enters into contractual agreements to ensure that your personal data are processed safely and strictly according to Capgemini's instructions and following applicable data protection legislation.

Furthermore, the Capgemini affiliates or the third parties accessing your personal data may be located in third countries, thus implying a data transfer of your personal data.

- ⇒ Where such a transfer takes place between a Capgemini entity in the EU and other Capgemini entities out of the EU, it will be covered by Capgemini's Binding Corporate Rules ("**BCR**"). For further information on Capgemini's BCR, please click on the following link: <https://www.capgemini.com/resources/capgemini-binding-corporate-rules/>
- ⇒ Where such transfer takes place between a Capgemini entity in the EU and an external third party out of the EU, Capgemini and said third party shall enter into EU Model Clauses approved by the European Commission, to ensure the security of the personal data.
- ⇒ Where such transfer takes place between a Capgemini entity out of the EU and another Capgemini or third-party entity located in a third country, the applicable legal local requirements to frame such data transfer will be implemented according to local legal requirements.

How long does Capgemini keep your personal data?

Capgemini shall keep your personal data for no longer than is necessary for the purpose(s) for which they were first collected. Capgemini shall determine the appropriate retention period taking into account the purpose(s) of the processing and the relevant applicable legal requirements. This means that the retention period will be defined locally, considering specific legal obligations. The personal data would be deleted at the end of the year after closing the Be a Buddy inquiry.

What are your rights and how to exercise them?

You can request to access, rectify, erase, or restrict your personal data. In addition, you can ask for the communication of your personal data in a structured, commonly used, and machine-readable format.

You may also object to the processing of your personal data.

If you wish to exercise those rights, please contact our Global Data Protection Office by sending an email to the following address: dpocapgemini.de@capgemini.com.

Please note that you also have the right to lodge a complaint before a data protection authority or the competent court of law.