




# Capgemini Freelancer Recruitment Data Protection Notice

August 2022



The aim of this Data Protection Notice is to provide you with all the relevant information regarding the collection and further processing of your Personal Data by Capgemini when using Capgemini’s online freelancer career resources, when you sign up to Capgemini’s freelancer job portal.

**Key data protection notions** 

“**Personal data**” does not only refer to information related to your private life, but encompasses any and all information which enables to identify you either directly or indirectly even where collected in a business and/or employment context.

“**Processing**” means any operation which 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 which determines the purposes and means of the processing of personal data.

“**Processor**” means the natural or legal personal 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 UK plc, Information Risk Management Limited, Capgemini Service SAS and the Affiliates of Capgemini SE, hereafter referred to as “Capgemini”, are collecting and further processing your personal data in its capacity as data controllers.

## 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)
Assess your suitability for the role you are applying for, including recording your online interview for review by additional members of the recruitment team and hiring managers.	Processing is necessary for the performance of a contract, or in order to take steps prior to entering into the contract.
Manage your application, communicate with you about your application and perform administrative tasks.	Processing is necessary for the performance of a contract, or in order to take steps prior to entering into the contract.
Assess your suitability for any future roles that may become available	Legitimate Interests of Capgemini as a Controller
Perform data analytics, including analysis of our applicant pool in order to better understand who	Legitimate Interests of Capgemini as a Controller of ensuring that it continually improves its recruitment processes.



is applying to positions at Capgemini and how to attract talent.	
Create a profile about you as a freelancer to provide suggested suitability for different job roles.	Legitimate Interests of Capgemini as a Controller
Verifying eligibility to work.	Processing necessary for compliance with a legal obligation.
Reference checks.	Processing is necessary for the performance of a contract, or in order to take steps prior to entering into the contract.
Perform any legally required reporting and respond to legal processes.	Compliance with a legal obligation.
To reach out to potential candidates whom Capgemini employees have recommended.	Legitimate Interests of Capgemini as a Controller to find suitable candidates for employment.
Reviewing any voluntarily provided diversity and inclusion data to help support diversity across Capgemini and understand the diversity characteristics of the workforce.	Consent.
Using CCTV software and video recording to support Capgemini's approach to health and safety for Capgemini People and visitors and to prevent and detect crime. CCTV and video monitoring take place at Capgemini sites and other Capgemini locations.	Legitimate Interests of Capgemini as a Controller

## What data is collected and where it comes from?

We will collect data directly from you when you communicate with us and when you complete any application and recruitment processes, either online or in person, including:

- Your personal details;
- Data you submit in CVs, letters, writing samples, or other written materials (including photographs);
- Data about your prior employment, and education and where applicable, criminal records or other data revealed during background screenings;
- Where applicable data about your health or disability where it is relevant to your ability or availability to work or to a workplace accommodation, subject to legal limits on the timing of collection of such data and other applicable limitations;



- Data about race / ethnicity / religion / disability / gender and self-identified LGBT status, for purposes of government reporting where required, as well as to understand the diversity characteristics of the Capgemini workforce;
- Data generated by your participation in technical or behavioural assessments. You will receive more information about the nature of such assessments before your participation in any of them;
- Information related to your requirements for the role (for example, the pay rate you are seeking, duration of the opportunity and base location);
- Financial information which may contain details such as daily/hourly rates, benefits, expenses, timesheet/payment history;
- Documentation required under immigration laws (where applicable);

We will also process:

- Data generated by interviewers and recruiters, based on their interactions with you or basic Internet searches where allowed under applicable law;
- Data provided by third-party placement firms, recruiters, or job-search websites, where applicable;
- Recommendations provided on your behalf by others;
- Photographs, and images/audio/footage captured on CCTV or other video systems when visiting our office or video recruitment interviews;
- A percentage score assessing an initial estimate of your suitability for a role based on the information you provide. Please note that this score is only an initial estimate, and all applications are reviewed by a member of the team.

## **Who has access to your personal data?**

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 on a strictly need to know basis.

Capgemini also 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 in accordance with applicable data protection legislations.



The categories of suppliers we use include:

- Recruitment providers and employment businesses (in relation to contractors and/or agency workers)
- IT and technology service providers
- HR management and general administration suppliers
- A third party in connection with the sale, purchase or merger of a business
- Facilities management providers

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.

Capgemini may also be required – by law, legal process, litigation, and/or requests from public and governmental authorities within or outside your country of residence— to disclose your personal data. We may also disclose your personal data if we determine that for purposes of national security, law enforcement, or other issues of public importance, disclosure is necessary or appropriate.

Capgemini may also disclose personal information if we determine in good faith that disclosure is reasonably necessary to protect our rights and pursue available remedies, enforce our terms and conditions, investigate fraud, or protect our operations or users.

In addition, we may also share your personal information with companies some of whom may be clients, and individuals whose details you have shared so that we can conduct appropriate reference and background checks.

## How long does Capgemini keep your personal data?

Your account, which will include your personal data, will be kept by Capgemini for three years after the date of last activity on the account. This will mean that three years after events such as you logging into your account, or three years after you were last matched with a freelance role, your account and all of your information will be securely deleted. For any candidate who has been successful and has subsequently been offered a role with Capgemini, your personal data will be transferred to your personnel file and kept in accordance with Capgemini's retention policy.



## How we protect your data

Capgemini uses various technological and procedural security measures in order to protect the personal data we collect, use or transfer from loss, misuse, alteration or destruction. However, you should be aware that, due to the open and unsecured character of the Internet, Capgemini cannot be responsible for the security of transmissions of the personal data over the Internet

## What are your rights and how to exercise them?

You can request to access, rectify or erase your personal data. You may also object to the processing of your personal data, or request that it be restricted. In addition, you can ask for the communication of your personal data in a structured, commonly used and machine-readable format.



If you wish to exercise these rights, please contact our Data Protection Office for the UK and Ireland by sending an email to the following addresses UK: [DSRR-UK@capgemini.com](mailto:DSRR-UK@capgemini.com) Alternatively, you can raise a ticket within the Talentnet system.

In order to allow us to address your request, please provide us with the following information:

- **Your full name**
- Your status (employee, applicant, etc.)
- **Your email address or other preferred means of communication**
- Identity verification: you may be asked to provide suitable identification documentation
- Country / Region
- The nature of your request

You may withdraw consent where it has been provided as set out above by emailing the following email address: [DSRR-UK@capgemini.com](mailto:DSRR-UK@capgemini.com) or you can raise a ticket within the Talentnet system.

If you do not wish to receive communications from Capgemini, you can unsubscribe by clicking on the link in the email sent to you.

If you wish your data to be deleted only from the Freelancer Gateway portal, you can raise a ticket within the Talentnet system. If you wish for all of your data to be deleted from all Capgemini systems, please contact [DSRR-UK@capgemini.com](mailto:DSRR-UK@capgemini.com).

Please note that you also have the right to lodge a complaint before the [Information Commissioner's Office](#) or the competent court of law.

## Cookies

Cookies are used on this website, for further information please see the [cookie policy](#)

## Changes to this Notice

We will review this privacy notice periodically and update it from time to time.