



Data Protection Notice

The purpose of this data protection notice is to provide you with clear and comprehensive information on how Capgemini collects and processes your personal data for recruitment purposes.



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 when 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 Service SAS and/or affiliates of Capgemini SE hereafter referred to as “Capgemini”, are collecting and further processing your personal data 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)
To assess your suitability for vacant positions you have applied for that are available.	Our legitimate interest to recruit the best suited candidates.
To verify the information you provided (e.g., employment history, education, certifications, references)	Our legitimate interest to ensure the accuracy of the information you have provided
To assess your suitability for similar positions that may become available	Your Consent.
To manage applications and recruitment, including offers, agreement drafts, and preboarding/onboarding activities.	The Processing is necessary to take steps prior to entering into a contract, and for performing the obligations under the contract.
To share your profile/CV with our clients or prospects when answering a request for proposal (RFP)	Our legitimate interest to promote Capgemini by featuring the best profiles as part of our answers to RFPs.

To facilitate interactive activities and games during preboarding and onboarding phase.	Our legitimate interest to present Capgemini to our successful candidates and allow them to discover the company.
To perform analysis of our applicant pool to better understand who is applying to positions at Capgemini and how to attract talent.	Our legitimate interest in ensuring that we continually improve our recruitment processes.
Conducting criminal background checks and/or verify your eligibility to work in the country of employment to the extent this is required under applicable local law	To comply with legal obligations that Capgemini is subject to.
Carry out any legally required reporting (e.g. Diversity and Inclusion).	
To send you communications about recruitment events.	Your consent. You can select your preferred communication channel(s).
To contact you via SMS or WhatsApp during the recruitment process	

Which personal data is processed?

Capgemini will process the following categories of personal data:

- Personal and contact details.
- CVs, education and employment information, motivation letters, and any additional written materials.
- Where required by applicable law, criminal records, background checks information and immigration information.
- Data generated by interviewers and personnel involved in the recruitment process, and data pertaining to various assessments (logic, technical, personality assessments, etc.), if applicable.
- Information necessary to participate in a recruitment events and interviews.
- Demographic information like ethnicity, religion, disability, sexual orientation, and gender identity for government reporting and diversity initiatives, only when it is strictly required under the applicable law.

How is your personal data collected and processed?

Capgemini usually collects your personal data directly from you through our career's portal, our chatbot, by email, or during recruitment events. We might also receive the information via third parties like talent agencies and job-search websites.

Offline applications.

For information received by email, or physical CV submissions and applications, your details will be entered into our database and applicant management system by our recruiters. Your submitted documents will then be returned to you or destroyed, which is why we ask you not to submit any original documents.

Referral program.

Capgemini employees can refer candidates as part of the Capgemini referral program. When a Capgemini employee refers a candidate, Capgemini will process contact information, work experience, and other qualifications of the candidate as shared by the Capgemini employee. After having been contacted by Capgemini, the candidate may provide Capgemini with further information, including the information described above

When you request an employee to refer you for a position, they will be kept informed about your application status and any other roles you pursue. You can only be referred for the same role by one

employee at a time. If you seek referrals from multiple employees for the same position, only the first person who referred you will receive updates on your progress. The others will simply be aware that you have applied, without any further details.

Registration for recruitment events.

When you sign up for a webinar or similar event related to employment opportunities at Capgemini, Capgemini will collect your name and e-mail address and process them to allow you to attend the event. If you agreed to it, Capgemini shall further process your information to share information about other events and job opportunities.

Please note that by providing your information you will be added to a global database of candidates, and you could be contacted by recruiters located in a different country than the one you initially applied in and for similar positions that match your profile.

Decision-Making Support Tool

At Capgemini, we rely on tools to support our recruiters in assessing your candidate profile. When you apply for a position, our recruiters use a tool that helps pre-evaluate your suitability for a specific role based on four key criteria: skills, location, years of experience and job titles. This tool provides an initial ranking based on how well these criteria align with the job requirements.

However, our recruiters do not rely solely on this tool to make their decisions. They apply their personal judgement and professional experience, taking into account additional factors such as career achievements, qualifications, visa requirements, relocation willingness, and salary expectations, which are manually reviewed. The tool simply supports in organizing and prioritizing applications, but the final decisions are always made by our recruiters, ensuring a human-centered approach. Please note that your personal data shall not be used to train the tool.

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. For the above-mentioned purposes, your personal data will be shared on a need-to-know basis mainly with recruitment, hiring and HR teams that intervene in the process.

In addition, 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 in accordance with applicable data protection legislations.

The categories of suppliers are:

- Job boards or agencies that collect your data to start an application process, such as LinkedIn,
- Candidate Relationship Management (CRM) provider,
- Background service providers,
- Suppliers of services related to work permit obtention,
- Technology providers for the management of offer letter or contract execution (e.g., DocuSign),
- E-learning platforms, which candidates will access during the preboarding phase.

Furthermore, 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 will retain your personal data only as long as necessary for the purposes it was collected and in compliance with applicable legal requirements.

Your candidate profile will be stored for two years from your last login, after which it will be anonymized. Information from unsuccessful or disqualified applications will also be deleted two years after the decision date. Local data retention policies may apply depending on the local legal obligations.

For successful candidates, personal data will be added to your personnel file and managed according to Capgemini's data retention policy.

What are your rights and how can you 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 any of these rights and/or if you have any question or request related to the processing of your personal data, please reach out to our DPO using our dedicated contact form. Please include all relevant information allowing us to best address your question/request.

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

You can also delete your candidate's profile from the system at any time following this path: View profile -> Options -> Settings -> Delete profile.

