

Recruitment Privacy Notice

We (“**Capgemini Romania s.r.l.**” or “**Capgemini**” or “**us**”) understand that your privacy is important to you. We are committed to respecting your privacy and protecting your personal data, which is any information that is capable of identifying you as an individual person. This Recruitment Privacy Notice (“**Privacy Notice**”) describes how we as Capgemini use and protect your personal data in connection with our recruiting efforts.

This Privacy Notice only applies to the personal data of you as a job applicant or potential candidate for employment, and to our recruiting initiatives. Use of personal data of our employees, contractors or clients, or other personal data is not in scope of this Privacy Notice.

1. Who is collecting Personal Data?

Capgemini Services Romania SRL, with registered office at Bucharest, 4D Gara Herastrau Street, Green Court, 4th floor, 2nd District, Romania (“**Capgemini**”), as a Data Controller.

2. What information is being collected and processed?

We will process your personal data in accordance with this Privacy Notice, unless such processing conflicts with the requirements of applicable laws, in which case, applicable laws will prevail. The types of personal data that we obtain from you and the ways that we use it are determined by the requirements of the position in which the position is located.

We usually collect from you personal details, such as name, date of birth, gender, age, address, contact information, citizenship, ID details, work permit details, professional and educational history, achievements, and test results, pictures or images;

We may collect personal data about you from third parties, such as professional recruiting firms, your references, prior employers, Capgemini employees providing a referral or with whom you have interviewed, and employment background check providers, to the extent this is permitted by applicable law.

3. Why is it being collected and on what basis?

Typically, legitimate purposes for which we use your personal data will include the following activities:

- identifying and evaluating candidates for potential employment, as well as for future roles that may become available;
- recordkeeping in relation to recruiting and hiring;
- ensuring compliance with legal requirements, including diversity and inclusion requirements and practices;
- conducting criminal history checks as permitted by applicable law;
- protecting our legal rights to the extent permitted by applicable law; or
- We may also analyze your personal data to improve our recruitment and hiring process and improve our ability to attract successful candidates.

We use your personal data for the purposes described above:

- when we have your consent to do so;
- when necessary to enter into an employment contract with you;
- when necessary for us to comply with a legal obligation; or
- when necessary for the purposes of our legitimate interests as an employer.

3. How long we keep it?

We will retain your personal data for the period required by applicable laws or for the period necessary to fulfil the purposes outlined in this Privacy Notice. Because these needs can vary for different data types in the context of different purposes, actual retention periods can vary significantly. If you accept an offer of employment by us, any relevant personal data collected during your pre-employment period will become part of your personnel records and will be retained as per the applicable privacy notice.

If we do not employ you, we may nevertheless continue to retain and use your personal data for a period of time (which may vary depending on the type of data concerned) for system administration purposes, to consider you for potential future roles, to ensure compliance with legal requirements, including diversity and inclusion requirements and practices, and to perform research. Thereafter, we retain a minimum amount of your personal data to record your recruiting activity with us.

If you do not wish to be considered for future employment opportunities, please decide to opt-out at any time, by informing us.

4. Who will it be shared with?

Your personal data may be accessed by recruiters and interviewers working in the country where the position for which you are applying is based and in different countries within the Capgemini group (entities controlled directly or indirectly by Capgemini SE). Individuals performing administrative functions and IT personnel within Capgemini may also have limited access to your personal data to perform their jobs..

We may share your personal data with other third party service providers that may assist us in recruiting talent, administering and evaluating pre-employment screening and testing, and improving our recruiting practices. We maintain processes designed to ensure that any processing of personal data by third party service providers is consistent with this Privacy Notice and protects the confidentiality, availability, and integrity of your personal data.

In addition, we may disclose or transfer your personal data in the event of a re-organization, merger, sale, joint venture, assignment, or other transfer or disposition of all or any portion of our business.

Public and governmental authorities

It may be necessary – by law, legal process, litigation, and/or requests from public and governmental authorities - for Capgemini to disclose your personal data. Capgemini may also disclose information about you if Capgemini determines that for purposes of law enforcement, or other issues of public importance, disclosure is necessary.

Some of the above mentioned entities may be located outside the European Economic Area. Capgemini will ensure that the transfer of Personal Data to a third country located outside the European Economic Area is conducted in compliance with the appropriate and/or suitable safeguards and that such entities and business partners have implemented appropriate privacy standards with respect to the use of the Personal Data.

5. How will the Personal Data be secured?

In order to prevent unauthorised access or disclosure, Capgemini has put in place suitable physical, electronic and managerial procedures to safeguard and secure the information Capgemini collects. Capgemini follows industry practices and standards in adopting procedures and implementing systems designed to prevent unauthorized access to Personal Data and to avoid its accidental loss, damage or destruction.

All companies of the Capgemini Group have the obligation to abide the security standards established by the Capgemini SE and adequately monitored.

In accordance with article 33 and 34 GDPR and taking into account the level of risk for the rights and

freedom of Employees, Capgemini will report Personal Data breaches to the authorities and/or the Employees if it becomes aware that the security, confidentiality or integrity of the Personal Data has been compromised.

6. How will Employees control their personal information?

Capgemini is committed to keep Personal Data accurate.

You may have the right to request a **copy** of the personal data we have collected about you and to have any **inaccuracies about you corrected**. You may also request that we **cease processing** your personal data (e.g., if you choose to withdraw from our recruiting program), although note that we may need to retain certain personal data where required or permitted to under applicable law.

You may choose to restrict the collection or use of your personal data. You have a right at any time to restrict processing or to object to processing of Personal Data or sharing their Personal Data to other Affiliates of Capgemini.

We do not make recruiting or hiring decisions based solely on automated decision-making. However, your personal data may have undergone automated processing, including profiling. Please note that you have a right at any time to object to such making automated decision, including profiling.

If you consider that processing of their Personal Data infringes data protection laws, you have a right to lodge a complaint with a supervisory authority responsible for data protection.

7. How to contact Capgemini?

If you would like to make a request to access, review, or correct your personal data, or to discuss how we use your personal data, please contact us at

dpocapgemini.ro@capgemini.com