

## **SOLYSTIC Applicant Privacy Notice**

We at SOLYSTIC SAS (“we”, “us”, “our”, “SOLYSTIC”) respect your concerns about privacy. This Privacy Notice describes the information practices SOLYSTIC as the data controller to which you are applying for employment. It also describes the types of information we maintain, how we may use the information, how we secure it, with whom we may share it and the choices and rights available to you regarding our use of the information.

This Notice is only a supplement to SOLYSTIC’s general website privacy policy, which can be found [here](#).

Click on one of the links below to jump to the listed section:

[Information We Maintain](#)

[How We Use the Information We Maintain](#)

[Information We Share](#)

[Your Rights](#)

[How We Protect your Information](#)

[Data Retention](#)

[Updates to this Privacy Notice](#)

[How to Contact Us](#)

### **Information We Maintain**

The types of personal information we may collect are:

- Contact information (e.g. name, postal address, telephone number and email address);
- Employment information (e.g. employer, title, division, military rank);
- Other personal information (e.g. citizenship, immigration status, security clearances, disability status, civil or criminal court history);
- Résumé or C.V. information (e.g. employment history, work authorization information, salary history, education history, certifications);
- Other personal information found in content that users provide.

### **How We Use the Information We Maintain**

SOLYSTIC will use the personal information you provide with your application for purposes of considering you for a position at SOLYSTIC, and if you are offered a job or become employed by SOLYSTIC, for employment-related purposes. The legal basis of applicant data processing is deemed necessary for the performance of a contract with the data subject or to take steps to enter into a contract.

By applying for a position, you agree that we may use your personal information for recruitment and if you are hired, employment-related purposes. Your personal information will not be shared

with others for non-recruitment or employment purposes except as consistent with our general website privacy policy. Failure to provide your personal information will prevent us from contacting you and evaluating your application for the job.

### **Information We Share**

Applicant Information is handled strictly on a need-to-know basis. Individuals with access to Applicant Information may include members of our Human Resource team as well as hiring managers. If offered a position, additional individuals may process your personal information, including members of Business Management.

### **Your Rights**

Once you have applied for a position, you may request access to correct or update your personal information. A new C.V. or resume may be submitted when applying for other positions. If you wish to have your Applicant Information deleted or object to processing at any time and free of charge by contacting, please contact us at RH-Bagneux@solystic.com. To aid us in locating your applicant information, please be sure to include your name and contact information in your request. Applicants maintain the right to lodge a complaint with a supervisory authority if they feel that appropriate measures to protect their personal information or address their concerns have not been taken.

### **How We Protect your Information**

We maintain appropriate technical and organizational safeguards designed to protect your Applicant Information against accidental, unlawful or unauthorized destruction, loss, alteration, access, disclosure or use.

### **Data Retention**

SOLYSTIC may retain your Applicant Information only for evaluation for employment in connection with the application process for a period of two (2) years from the end of the recruitment process for the job position applied by you. If your application is successful, SOLYSTIC may retain your Applicant Information for as long as is necessary in connection with any employment relationship.

### **Updates to this Privacy Notice**

This Privacy Notice may be updated periodically to reflect changes in our privacy and data protection practices. We will notify you of any changes to this Privacy Notice by indicating at the top of the notice when it was most recently updated.

### **How to Contact Us**

If you would like to exercise your rights or obtain a copy of our data transfer agreements, or if you have any questions or comments about this Privacy Notice or the processing of personal information in connection with your employment, please contact us at: RH-Bagneux@solystic.com.