

Greensolver Recruitment Privacy Policy

Greensolver, the Data Controller of your personal data as part of your application to a job within the Group, places great importance to the protection of your personal data and undertakes to treat them in a lawful, fair and transparent manner.

Personal data collected

We will collect different types of personal data related to you as part of the purposes described in the present Policy, including:

- Data related to you: name and surname, gender, marital status, date of birth, age, contact details (e.g.: phone number, address, email address), status regarding immigration law (residence permit, identification card, etc.) and work permit;
- Data related to your work experience and professional qualifications: qualifications, references;
- Data related to your application: CV and applicant file, data from the interview, audio and video recording of the interviews – if necessary, verification of references;
- If there is reason to do so: data from the criminal record and other legal documents, in compliance with the applicable laws and depending on special circumstances (e.g.: for applicants to a position related to the Financial department);

Personal data that we process

You can communicate the data aforementioned during the recruitment process, by means of your application, later communications, by phone or during the interviews.

We can also receive or obtain personal data related to you from third parties – for instance : recruitment consultants, references from a previous employer, commercial partners, subcontractors provident recruitment or technical services, analysis suppliers (such as career evaluation companies), service providers charged with performing a background check, data suppliers and rating agencies or from open data when these personal data are proportionate for the position for which you are applying.

Why we process your personal data & legal basis

We will process the personal data we ask you to provide as part of the process to assess your application to a job at Greensolver.

Greensolver asks personal data considered adequate, relevant and restricted to what is necessary to achieve the purposes for which they are collected. Your refusal to communicate such information might mean that we are not able to proceed with your application because Greensolver might consider that these data is necessary for the management of the recruitment process.

The personal data described in Sections 1 and 2 are processed to manage the recruitment activities of Greensolver.

To do so, Greensolver rests on at least one of the following legal ground:

- The processing is necessary to comply with a legal obligation to which the Company is submitted (including verifying your eligibility to the job); or
- The processing is necessary to take every pre-contractual measure to your request (including verifying your professional qualifications and work experience); or
- The processing is necessary to the legitimate interests of Greensolver – including recruiting qualified people meeting our expectations – without ignoring your interest and your fundamental rights and freedoms.

The processing of the data from legal documents or your criminal record will be accomplished in compliance with the applicable laws and the special circumstances (for instance, for applicants to jobs in the Financial department or when it is required or allowed by the applicable law, the national collective bargaining agreements or the mandatory decisions of the competent data protection Regulatory authority). The legal ground of the processing will be: the necessity to comply to a legal obligation, and/or the legitimate interest of the Company to recruit people for positions that require the frequent handling of valuable goods, people who have shown their serious and honesty.

Personal data that we process

Greensolver is based in several countries and can have different needs of recruitment for the different sites for which we will resort to human resources from all over the world.

Your personal data can therefore be shared with subsidiaries (listed below) when it is reasonable and necessary to proceed this way.

In Greensolver, the Human Resources team and the people charged with managing or taking recruitment decisions, IT systems administrators and other support teams can access your personal data or receive internal communication insofar as what is necessary.

Eventually, third parties providing us with services related to your recruitment (e.g.: recruitment consultants, hosting companies, IT systems and applications support and/or maintenance or applications used for our recruitment needs and other HR systems as well as companies verifying your references, conducting background checks or other controls in our name and on our behalf which can access your personal data).

Greensolver will not communicate your personal data to unauthorized third parties.

Personal data safety

We apply what we consider to be reasonable measures of physical, technical and administrative safety to protect your personal data against any loss, bad usage, deterioration or damage.

The transmission of information via internet is not entirely secure. Even though we do everything we can to protect your personal data, we cannot ensure the safety of your data transmitted via internet and any transmission is at your own risk. Once we have received your personal data, we will apply strict procedures and safety measures to prevent any non-authorized access.

Where do we process and store your personal data?

Your personal data can be transferred outside your country for the purposes described in the present Policy. Thus, your data can be transferred to proceed to the examination of your application, to process your information and to supply support services.

We can share your personal data (i) with other employees within Greensolver; (ii) with employees of Greensolver (both in the country in which you apply and in other countries where Greensolver has activities, including those outside the EU-EEE); and (iii) with third parties as explained in the present Policy.

Transfers of personal data rely on the same legal grounds as those applicable to the processing purposes mentioned in Section 3 hereinabove.

Our general approach is to only preserve the applicant's personal data for a period of 2 years after our last contact in order to take into consideration your application for future job opportunities, unless you expressly oppose to that. In any case, we will preserve your personal data in order to be able start legal proceedings or defend ourselves as part of such action for the duration provided by the applicable prescription, or the legal and regulatory obligations.

If you accept a job at Greensolver, then your personal data will be preserved accordingly to the Employee's Information Policy.

Your rights

In compliance with article 15 and following of the GDPR, you have the following rights, with some exceptions:

- Right to obtain the confirmation that the personal data related to you is or is not processed, and when it is, the right to access said-data as well as several information on their processing (right to access – article 15 GDPR)
- Right to rectification of your personal data if is incorrect (right to rectification – article 16 GDPR)

- Right to obtain the erasure of your personal data in some cases (right to erasure or “to be forgotten” – article 17 GDPR)
- Right to obtain the restriction of the processing in some cases (right to restrict processing – article 18 GDPR)
- Right to receive the personal data you have provided us, in a structured form, commonly used and legible by a device, and/or to ask us the transmission of the data to another Controller, when the processing is based on consent or on the contract and when the processing is accomplished by automated process (right to data portability – article 20 GDPR)

You also have the right to withdraw your consent to the processing of your data at any time, when the processing is based on said-consent and this, without prejudice to the lawfulness of the processing accomplished before the withdrawal (article 7.3 GDPR)

In the terms of article 21 GDPR, you also have the right to:

- Obtain, for reasons having to do with your situation, that we no longer process your personal data, in some cases (right to object – article 21.1 GDPR)
- Object to the processing of your personal data for profiling (right to object to profiling – article 21.2 GDPR).

In respect to the conditions set down by the legislation, you can assert your rights by writing to: **contact@greensolver.net** or by post to 28 Boulevard Haussmann, 75009 Paris, France.

In case of reasonable doubt regarding your identity, we can be led to ask you for complementary information or documentation to verify your identity.

You also have the right to file a complaint to the competent Regulatory authority.