

## **Personal data protection policy**

### ***For what purpose do we use your personal data?***

The HN Services group companies (collectively referred as "**HN Services**"), as data controllers, use your personal data for the sole purpose of conducting their recruitment operations (including applications processes, management of interviews and creation of candidates' files - CV database), i.e., to assess whether your profile corresponds to the position for which you have applied within HN Services.

Fields marked with an asterisk are mandatory. It is necessary that you provide us with this personal data so that we can proceed with the examination of your application and your suitability for employment within HN Services. If you should not provide us with this information or if you choose to withdraw your details from our database, we will no longer be able to carry out this examination of your application, nor possibly to offer you the conclusion of a contract of work.

### ***What is the legal basis for this process?***

We use your personal data for recruitment purposes (i) based on your consent, and/or (ii) in the context of the execution of pre-contractual measures taken at your request and/or (iii) because of our legitimate interest, which is to make the best hiring decision for HN Services.

### ***With do we share your data?***

We have a database of candidates, which the "Human Resources", "Recruitment" and "Sales" teams can access to be able to contact you for any potential opportunities. The members of the general management can also take note of this data if necessary.

Your personal data is not subject to any transmission to third party recipients, except for our customers (following your agreement in the context of a response to a call for tenders) and our technical service providers (the host of our website via which it is possible to apply directly) and are kept on French territory.

### ***How long does HN Services keep your personal data?***

Your personal data is kept for the time necessary to proceed your application.

If you do not follow up after being contacted about a job opportunity or if we do not currently have an opportunity that matches your profile, we will keep your documents (including your personal data) on file for future employment opportunities within our company, for a maximum period of two (2) years from our last contact with you.

Conversely, if you are selected for a position within HN Services, we will keep your documents (including your personal data), transmitted by you, for the duration of our working relationship and the applicable statutory limitation period.

### ***What are your rights regarding your personal data?***

You have the following rights:

- The right to request access to your personal data, kept by HN Services, as well as the right to request the rectification of any personal data that is inaccurate, incorrect or incomplete;

- The right to receive your personal data you have provided to HN Services, in a structured, commonly used, and machine-readable format, as well as the right to ask us to transmit this data to a third party when technically possible and in specific circumstances.
- The right to erasure of your personal data, in specific circumstances.
- The right to limit the processing of your personal data, in specific circumstances; when your personal data is subject to such a limitation, we will only process it (except for its retention) with your consent or for the establishment, exercise or defense of legal claims.
- The right to send us directives relating to the fate of your personal data and the way in which you wish your rights to be exercised after your death.

If your personal data is handled on your consent, you have the right to withdraw your consent at any time by contacting us at the email address: [rgpd@hn-services.com](mailto:rgpd@hn-services.com), without this affecting the lawfulness of processing based on consent given before its withdrawal.

**Right to object the processing:** when the processing is based on legitimate interests, you have the right to object this processing at any time. If you object, we must end the processing unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights, and freedoms, or we need to process the data. of a personal nature for the establishment, exercise, or defense of legal claims.

You also have the right to lodge a complaint with authorities, if you consider that the processing of your personal data constitutes a violation of the applicable law:

- The CNIL can be contacted under the URL <https://www.cnil.fr/fr/agir> or by post at the following address: CNIL – 3 Place de Fontenoy – TSA 80715 – 75334 Paris – Cedex 07.
- The AEPD can be contacted under the URL <https://www.aepd.es/es> or by post at the following address: AEPD – C/ Jorge Juan, 6 – 28001-Madrid.
- The CNPD can be contacted under the URL <https://www.cnpd.pt> or by post at the following address: CNPD – Av. D. Carlos I, 134, 1º – 1200-651 Lisboa.
- The ANSPDCP can be contacted under the URL <https://www.dataprotection.ro> or by post at the following address: ANSPDCP – B-dul G-ral. Gheorghe Magheru 28-30 – Sector 1, cod postal 010336 – Bucuresti.

If you wish to obtain further information or ask any questions, exercise the rights mentioned above or for any questions concerning the processing of HN Services about your personal data, please send us an email to [rgpd@hn-services.com](mailto:rgpd@hn-services.com) or by post to HN Services, 14 Place de la Coupole, 94 220 Charenton-le-Pont, FRANCE.

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