

Information Notice Recruitment

Document
C0 - Public
C1 - Internal
C2 - Restricted
C3 - Confidential
C4 - Secret

Managing the recruitment procedure involves the processing of personal data by La Financière de l'Échiquier (LFDE) as Data Controller.

1. Purpose of data processing

Purpose:

The data is processed for the purpose of managing the recruitment procedure. This enables LFDE to:

- Examine and select your application, which includes reading your CV and cover letter, and where applicable, organise interviews (legal basis: execution of pre-contractual measures);
- Create a database of applications from candidates that were interviewed, but were not recruited at the end of the process (legal basis: legitimate interest). You may object to your application being retained in our candidate database during your interviews, by writing to the following address: contact_rgpd@lfde.com;
- Track and record proof that the legal or regulatory constraints applicable to LFDE during the recruitment process were duly respected (legal basis: legal obligation).

2. Data processed

Category of data processed:

- Identification data (information featuring on the curriculum vitae, such as name, nationality, personal contact details);
- Career-related data (information featuring on the curriculum vitae and cover letter, such as diplomas, education, professional experience, skills, current situation, interview dates, outcome of application);
- Financial data (candidate's salary requirements expressed during the interviews).

Mandatory data collection

Providing a CV and a cover letter is mandatory if we are to consider and examine your application. You are only required to provide the data needed for LFDE to assess your application; personal or sensitive data is not mandatory.

Automated decision-making

The processing of data does not involve any automated decision-making.

3. Individuals concerned

Data processing concerns individuals applying for a position (external or internal candidate/candidate replying to a job ad, or unsolicited application) and selected by LFDE and are contacted by the latter for a first interview.

4. Recipient of data

Categories of data recipients

Data recipients are:

- Relevant teams within LFDE (Human Resources and where applicable, the departments likely to be interested in your application);
- When relevant, external service providers mandated by LFDE, within their authorised limits.

Transfer of data outside the EU

No data is transferred outside of the European Union.

5. Data retention

If your application has not been short-listed and that you are not contacted by Human Resources for an interview, LFDE will not retain your personal data. The data will be deleted immediately.

If you have been short-listed, the personal data we have collected will be held for the time needed for LFDE to examine your application.

If your application is rejected, your data shall be retained for 2 years after our latest contact, unless you object. You may object at any time by writing to the following address contact_rgpd@lfde.com. You may also request the deletion of your data, unless the statutory limitation period requires that we keep the data to track and record proof that we met all legal or regulatory constraints applicable to the recruitment process.

If your application is successful and you are hired by LFDE, the data collected during the recruitment process will be kept for the duration of your employment, with the additional statutory limitation period.

6. Privacy and data protection

In accordance with applicable laws and regulation, you benefit from the right of access, the right to rectification, the right to erasure, the right to restrict processing, and the right to object. You also have the right to data portability and the right to withdraw your consent (where applicable).

You may, within the terms set by regulatory authorities and by the French Law on Data Protection (amended), determine what happens to your personal data after your death.

These rights may be exercised by sending a letter to the address below. It is imperative for this letter to state your identity (surname and first names, address where you wish to receive the reply), to be signed, and to include the copy of a proof of ID featuring your signature.

LFDE – Human Resources Department–53, avenue d'Iéna, 75116 PARIS, FRANCE.

Or by e-mail: contact_rgpd@lfde.com

Contact our DPO:

For any further information on the processing of your personal data, you may contact the Data Protection Officer by writing to the following address:

La Banque Postale - Data Protection Officer, 115, rue de Sèvres 75275 Paris Cedex 06, France.

Complaints lodged with CNIL

If you are unhappy with the management of your personal data, you have the right to lodge a complaint with a regulatory authority. In France, the regulatory authority is: CNIL – 3 place de Fontenoy - TSA 80715 - 75334 PARIS CEDEX 07, FRANCE www.cnil.fr.