



VALEO PRIVACY NOTICE FOR JOB APPLICANTS



Valeo Privacy notice for job applicants

Data controller

As part of our recruitment process, Valeo collects and processes personal data relating to job applicants. Valeo is committed to comply with data protection regulation. The current privacy notice aims at informing you about the way we may collect and use certain of your personal data.

What information does the organisation collect?

Valeo collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which Valeo needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in a given country or any applicable restriction.

Valeo may collect this information in a variety of ways. For example, data might be contained in application forms via Smartjobs, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment - including online tests.

Valeo may also collect personal data about you from third parties, such as references supplied by former employers, information from background check providers and where legally permitted, information from criminal records checks.

Data will be stored in a range of different places, including on your application records, in HR management systems and other IT systems (including email).

Why does Valeo process personal data?

Processing data from job applicants allows the Valeo to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Valeo may also need to process data from job applicants to respond to and defend against legal claims.

As a consequence, Valeo needs to process data to i) understand a job applicant's experience, skills and areas of expertise, ii) assess a job applicant's suitability to a given position, iii) organize meetings with the recruitment team, HR team, your potential managers or other relevant managers etc, all along the recruitment process and ultimately iv) determine whether to make a job offer,

keep the job applicant's resume and interview notes for future job opportunities, archive them for judiciary purposes or delete them.

Prior to entering into an employment contract, Valeo may also need to collect and process additional data. As an example, Valeo needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the country before employment starts.

In addition, Valeo may have to process special categories of data, when it's legally required, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. Valeo processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, Valeo is obliged to seek information about criminal convictions and offences. Where Valeo seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment or other regulation and to be able to show compliance with such regulation. Valeo will not use your data for any other purpose.

If your application is unsuccessful, Valeo may keep your personal data on file in case there are future employment opportunities for which you may be suited. The duration of storage is linked to each country specific law. Valeo will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Automated decision-making

Recruitment processes are not based solely on automated decision-making. There are however some roles which may require the candidate to have the right to work in the country

Who has access to data?

Your information may be shared internally within the Valeo Group, for the purposes of the recruitment exercise. This includes members of the recruitment team, HR team, interviewers involved in the recruitment process, managers in the business or functional area with a vacancy, HR team, your potential managers or other relevant managers and IT staff if access to the data is necessary for the performance of their roles.

Valeo will not share your data with third parties, unless your application for employment is successful and/or Valeo makes you an offer of employment and/or a prior background check is necessary . Valeo will then share your data with the following if applicable to your package:

background check companies, healthcare providers, pension providers and company car / hire lease companies.

How does Valeo protect data?

Valeo takes the security of your data seriously. It has internal policies, contracts and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

HR teams and recruiters are specifically sensitized to the security and confidentiality of candidates and employees' data. Other participants or contributors to the recruitment process are equally trained and sensitized to the necessity of protecting the confidentiality, integrity and security of employees' and candidates' personal data.

For how long does Valeo keep data?

If your application for employment is unsuccessful, Valeo may hold your data on file for up to for the length of time legally required in the country in which your application was received. At the end of that period / or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file (electronic and hardcopy) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Valeo during the recruitment process. However, if you do not provide the information, Valeo may not be able to process your application properly or at all.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require Valeo to change incorrect or incomplete data;
- require Valeo to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and

- object to the processing of your data where Valeo is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Data Protection office at dpo.external@valeo.com or Valeo Management Services, DPO Office, 100, rue de Courcelles - 75017 - Paris (FRANCE)

If you believe that Valeo has not complied with your data protection rights, you can complain to the Data Protection authorities.