

INFORMATION NOTE FOR APPLICANTS

1. Why issue an information note?

Sopra Steria Group, S.A. with a capital of € 20,547,701, registered under RCS Annecy n° 326 820 065, with its registered office established at: PAE Les Glaisins 3 rue du Pré Faucon, Annecy Le Vieux, 74940 Annecy, France (hereafter “**Sopra Steria**” or “**us/we**”) values the privacy of its applicants (hereafter “**you**”).

This information note (also referred as “**Note**”) is intended for applicants. It describes the conditions under which we process your personal data that is collected as part of the application process, when you apply for a position with Sopra Steria as posted on our website (the “**Website**”), via recruitment forums, and any other means.

For processing of data inherent to the general use of the Website, please refer to our Personal Data Protection Charter, which is available [here](#).

Please be aware that this Note may be updated at any time by Sopra Steria. The most recent update will be mentioned on this page. We invite you to check this page regularly.

2. What type of personal data is concerned?

We only process data that is strictly essential to the purpose of the processing, as described in the dedicated form on the website.

We also collect personal data that you agree to share with us when you send us your CV online and/or in print, or when you apply for our offers indirectly, for instance, via a temping agency or recruitment firm, and more generally, throughout the Sopra Steria recruitment process.

We need to process the following categories of personal data:

- Applicants’ identification details: name, first name, contact details (postal address, email, phone numbers)
- Information concerning your educational and professional background, such as: training courses, degrees, professional experiences, references, distinctions,
- Information concerning your salary expectations (the salary you earned in previous positions, as well as your current salary), and
- Browsing and connection information (web pages viewed, your device’s IP address, login logs). For more information on our cookie management policy, please refer to the section about cookies in our Personal Data Protection Charter, which is available [here](#).

Any information we collect that is essential to process your application is identified with an asterisk on the forms that are available on our online recruitment platform. If you fail to fill in the mandatory fields, we will not be able to process your application.

For other types of applications, where information essential to processing is missing, Sopra Steria reserves the right to contact you to obtain said missing information.

3. Why do we need to process your personal data?

Personal data is collected as part of the purposes described hereafter. For each of these purposes, we also detail the reasons why we need to process your personal data:

Purpose of the processing	Reasons / Legal basis
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<ul style="list-style-type: none"> Determine your ability to hold the function you have applied for or another similar position, should one become available. 	Satisfy the legal obligations of Sopra Steria as well as Sopra Steria's legitimate interest as a recruiter to processes and review your application.
<ul style="list-style-type: none"> Keep you informed as to the outcome of your application and the recruitment process. 	Satisfy the legal obligations of Sopra Steria as well as Sopra Steria's legitimate interest as a recruiter to processes and review your application.
<ul style="list-style-type: none"> Manage other job offers that may be suited to you. 	Legitimate interest of Sopra Steria, as a recruiter, to find an applicant suited to the position on offer.
<ul style="list-style-type: none"> Manage your registration on the online recruitment platform. 	Perform the operations in line with the terms and conditions of the Site governing your registration to the Services proposed on said Site.
<ul style="list-style-type: none"> If your application is retained, proceed with the hiring process and manage your work contract. 	Satisfy the legal obligations of Sopra Steria as well as Sopra Steria's legitimate interest as a recruiter to process applicants whose profile is suited to the available positions.
<ul style="list-style-type: none"> Carry out statistical analyses concerning Sopra Steria job offers. 	Sopra Steria has a legitimate interest in monitoring assessing the performance of the measures we implement to ensure the efficiency of our recruitment means.

Sopra Steria uses the following recruitment aid methods and techniques: The applicants may be required to take a language skills test, psychometric tests, and technical tests.

4. Who are the recipients of your personal data?

Within Sopra Steria, your personal data is available only to the employees who need to access it as part of their respective functions.

These persons are as follows:

Internally:

- Sopra Steria HR management and Recruitment
- Sopra Steria ISD staff for maintenance and support, and
- Members of the Management or of the Agency where the position is available.

Externally:

- The HR departments of Sopra Steria Group subsidiaries, depending on the nature of the position; and
- Sopra Steria service providers that assist Sopra Steria with Human Resources management.

Moreover, please note that, should part or all Sopra Steria activities be transferred to a third party, your personal data, as collected and stored by Sopra Steria, may be transferred to said party, subject to the applicable legal provisions.

Sopra Steria may also be required by law to disclose certain details, including to satisfy a court order, or to defend our rights if such measures are necessary to prevent fraud and/or cybercrime, or to ensure the safety of Sopra Steria or any other person, when requested or permitted by applicable legal provisions.

Given the international scope of the Group Sopra Steria, your personal data may be transferred outside the European Union. Where applicable, the transfer will follow all applicable regulations, based on the relevant and appropriate guarantees. You can obtain a copy of said guarantees by sending a request via email to: acces-cnil@soprasteria.com.

5. Data retention (How long is the personal data kept?)

We only retain your personal data for the period required to fulfil the aforementioned purposes, or to allow us to satisfy our legal obligations.

Unless you object, Sopra Steria will retain your data for a maximum period of 24 months after the last contact between you and Sopra Steria. This period enables us to reconsider your profile should a similar position become vacant and should Sopra Steria deem it of interest to you.

Once your personal data is no longer necessary to fulfil the purposes it was collected for, or for archival purposes to satisfy our legal obligations or to comply with the requirements, we ensure that they are fully destroyed or anonymised.

6. What rights do you have?

You have the following rights with respect to your personal data:

- You can request a copy of said personal data as well as the details of their processing and legal basis
- Rectify your personal data if they are incorrect, and complete them if they are incomplete
- Delete your personal data once they are no longer necessary to fulfil the purposes they were collected and/or processed for
- Limit processing of your personal data when:
 - their accuracy is disputed
 - their processing is illicit, but you oppose their deletion
 - we no longer require your personal data, but they are still necessary for the purposes of potential disputes, and exercising or defending rights before the courts
- Request portability of your personal data in a format that can be read by a machine, if our processing is based on your consent or the performance of a contract with us
- Specify general or specific instructions concerning the use and processing of your personal data after your death
- Withdraw your consent to the processing of your personal data, where said processing requires your consent
- Oppose any processing of personal data based on Sopra Steria's legitimate interest, except where Sopra Steria has prevailing legitimate and duly motivated reasons to justify said processing.
- You also have the right to lodge a complaint with your local control authorities in charge of data protection: CNIL 3 Place de Fontenoy, 75007 Paris, France.

7. Who to contact to exercise your rights or if you have any questions?

If you have questions concerning this Note, or if you wish to exert a right or contact our Data Protection Officer (DPO), please contact us via email at: acces-cnil@soprasteria.com.

or by post to the following address:

Sopra Steria Group, Group Data Protection Officer
6 avenue Kleber
75116 Paris (France)

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