



Candidate data protection INFORMATION NOTICE

1. Introduction

This information notice aims to provide you with all necessary information about the processing of personal data concerning you, carried out by the following entities as data controllers:

- ODDO BHF SCA
- ODDO BHF Asset Management SAS
- ODDO BHF Corporate Finance Partners SCA

In this personal data protection notice, the terms “ODDO BHF,” “we,” and “our” refer to the ODDO BHF entity responsible for the position you have applied for or to which you have sent a spontaneous application.

The data collected during the review of your application is processed by ODDO BHF’s human resources service, enabling it to manage the recruitment process for its future employees.

The legal basis for this processing is:

- **The performance of a contract to which you are party or prior to entering into a contract, at your request:** When you apply, for example, for a job posted online by ODDO BHF and send us your CV, cover letter, and all the information necessary for us to review your application.
- **Consent:** ODDO BHF will obtain your consent to include your application in a CV database or a “candidate pool” database at the end of the recruitment process.

When you submit your application or request to be added to our CV database, we consider that you have consented to the storage of your personal data by ODDO BHF.

2. What is the purpose of the processing of your personal data?

The processing carried out by the human resources service is intended to:

- Managing the recruitment process;
- Complete mandatory formalities and add information to the administrative files of successful candidates.

If you wish, the information provided may be added to our CV database or used to respond to other job offers.

3. What categories of personal data will be collected and processed?

To achieve these purposes, only personal information strictly necessary for the evaluation of your ability to fill the proposed position or to evaluate your professional skills will be requested during the selection process. To this purpose, we will ask you for information about your academic backgrounds, professional experience, and professional skills and abilities relevant to the proposed position. Failure to provide this information will make it impossible for you to take part in the recruitment process.

If your application is accepted for the conclusion of a contract, we will ask you for the information and supporting documents necessary to complete the mandatory formalities. The provision of this information is a condition for the conclusion of the employment contract for successful candidates. In addition, the provision of certain categories of information and supporting documents (marital status, address, social security number, proof of legal residence, a copy of your criminal record, etc.) is a regulatory requirement for successful candidates. Consequently, failure to provide this information will make it impossible to conclude the employment contract.

4. How long do we keep your personal data?

The personal data is stored for the time necessary to complete the recruitment process.

Data concerning successful candidates will be included in their administrative file and will be retained for the applicable retention period (i.e., up to five years after the end of the employment relationship).

If your application is not successful, and after obtaining your consent where applicable, your data will be stored exclusively for the purpose of adding it to our CV database and, where applicable, sending you new job offers for a period of two years from the date of our last contact with you.

5. Who can access the personal data collected during the review of your application?

Your file will be handled confidentially. Only those responsible for the services concerned by your application (recruitment managers, managers, the executive committee, etc.) will have access to the personal data contained therein.

If the recruitment process is successful, in order to finalize the recruitment, the human resources service will be required to forward some of the information collected to the bodies informed of your hiring (in particular unemployment insurance, health insurance, pension, mutual insurance).

6. What are your rights and how to exercise them?

You have the right to access your personal data. You also have the right to correct or delete this data and to restrict the processing of your personal data.

If you have any questions about the protection of your personal data or wish to exercise your rights, you can contact the Data Protection Officer (DPO) at the following address: dpo@oddo-bhf.com

If you have any difficulties, you can submit a complaint to the French Data Protection Authority (la Commission nationale de l'informatique et des libertés "CNIL").