

Candidate

DATA PROTECTION
INFORMATION NOTICE



ODDO BHF

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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.

ODDO BHF, as data controller, undertakes to comply in particular with:

- French Law No. 78-17 of 6 January 1978 on information technology, files and freedoms, as amended (the « French Data Protection Act»); and
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (the « GDPR »).

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.

Certain processing activities involving your personal data may be carried out jointly by several entities within the ODDO BHF Group, which in such cases act as joint controllers within the meaning of Article 26 of the GDPR, for the purposes of overall recruitment and the management of the “candidate pool” database as part of the Group’s overall HR strategy.

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, which may be shared amongst several entities within the ODDO BHF group as part of the overall HR strategy and the Joint Controllership Agreement concluded between said entities.

When you submit a speculative application or when you request to be added to our CV database yourself, we consider that you have consented to ODDO BHF retaining your personal data and, where applicable, by other entities within the group acting as joint controllers.

2. WHAT IS THE PURPOSE OF THE PROCESSING OF YOUR PERSONAL DATA?

The processing carried out by the Human Resources department is intended to:

- Manage the recruitment process;
- Complete mandatory formalities and maintain 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 vacancies.

In this context, and subject to your consent, your data may be accessed by the HR teams of several entities within the ODDO BHF Group, acting as joint controllers, in order to consider your application for other roles within the Group and to contribute to a shared the “candidate pool”.

3. WHAT CATEGORIES OF DATA WILL BE COLLECTED AND PROCESSED?

To fulfil these purposes, only personal information strictly necessary to assess your suitability for the proposed role or to evaluate your professional skills will be requested during the selection process. To this end, we will ask you for details regarding the qualifications you have obtained, your professional experience, and your professional skills and aptitudes relevant to the proposed role. Failure to provide this data will make it impossible for you to participate in the recruitment process.

Should your application be successful and a contract be offered, we will ask you for the information and supporting documents required to complete the necessary formalities. The provision of this information is a condition of the employment contract for successful candidates. Furthermore, the provision of certain categories of information and supporting documents (civil status, address, National Insurance number, legal residence status, a copy of your criminal record, etc.) is a regulatory requirement for successful candidates. Consequently, failure to provide this data will make it impossible to conclude the employment contract.

4. HOW LONG IS YOUR DATA RETAINED?

Data is retained for the period necessary to complete the recruitment process.

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

If your application has not been successful and after obtaining your consent where applicable, your data will be retained solely for the purpose of maintaining a CV database and, where appropriate, to offer you new job vacancies, for a period of two years from the last contact with you.

5. WHO HAS ACCESS TO THE DATA COLLECTED DURING THE REVIEW OF YOUR APPLICATION?

Your application is treated confidentially. Only those responsible for the departments interested in your application (recruitment officers, managers, the executive committee, etc.) have access to the personal data contained therein. If the recruitment process is successful, in order to finalize your appointment, the Human Resources department will need to pass on some of the information collected to the organizations notified of your employment (including unemployment insurance, health insurance, pension schemes and mutual insurance schemes).

As part of the joint processing carried out for the purposes of global recruitment and “candidate pool” management, your data may also be accessed, on a strictly necessary basis, by HR teams and managers from other entities within the ODDO BHF Group involved in this processing (for example, ODDO BHF SE, ODDO BHF Asset Management GmbH, ODDO BHF Asset Management Lux, ODDO BHF UK Limited, ODDO BHF Belgium SA). These entities then act as joint controllers alongside the entity that posted the vacancy to which you are applying.

In any event, where these recipients are located outside the European Union, ODDO BHF puts in place the appropriate safeguards provided for by the GDPR (adequacy decision, standard contractual clauses, additional security measures), so as to ensure an adequate level of protection for your data.

6. WHAT ARE YOUR RIGHTS AND HOW TO EXERCISE THEM?

You have the right to access your personal data, as well as the rights to rectification, erasure, restriction of processing and, under the conditions set out in the regulations, to object and to data portability. For any questions regarding the protection of your data or to exercise your rights, you may contact the Data Protection Officer (DPO): dpo@oddo-bhf.com or the contact person indicated in the job advertisement or on the careers website.

In the context of joint processing, you may exercise your rights with any of the joint controllers; for practical reasons, the entity that issued the job offer to which you applied acts as the main point of contact and coordinates, where necessary, with the other entities in the group.

In the event of difficulties, you may lodge a complaint with the French Data Protection Authority (CNIL).