

Rivard - Recruitment Privacy Policy

This policy informs recruitment applicants at Rivard (" **Candidates** ") how we process your personal data, when you apply for a job or a vacancy at Rivard. For the purposes of European data protection laws, Rivard is the data controller of candidates' personal data.

We may collect personal data about candidates, including:

- Contact information (e.g., full legal name, home and business address, phone numbers, email addresses);
- Identification information (e.g., date of birth, nationality);
- Employment history and education (including internal and external employment history, qualifications, references, and organizational data such as department, place of work, job title, and seniority); and
- Any other information that may be voluntarily disclosed by the applicant as part of the application process.

Use of Candidates' Personal Data. We process your personal data on the basis of Rivard's legitimate interests in considering a candidate for a job or vacant position in accordance with our recruitment process. You have the right to object to the processing of your personal data where such processing is carried out in our legitimate interests.

In the event that we make you an offer of an employment contract and you (the candidate) accept, your personal data will be stored and processed by Rivard to fulfil our legal and contractual obligations and for the performance of the employment relationship.

Disclosure to Third Parties. We may disclose some of your personal data to recipients if required or permitted by law, to comply with legal process or a government request, or to protect the rights and property of Rivard.

Transfer of personal data outside the EEA. In limited cases, we may transfer personal data to Alamo Inc. located outside the European Economic Area (EEA) in the United States, which is considered by the European Commission to have an adequate status specifically for commercial organizations participating in the EU-U.S. data privacy framework. International transfers of personal data will only take place with appropriate safeguards in place, and we will take all necessary steps to ensure the security of candidates' personal data in accordance with applicable data protection laws.

Candidates' rights. Under applicable European data protection laws, candidates have the right to:

1. Request confirmation that Rivard is processing their personal data, and if so, access to the personal data processed
2. Rectify and correct personal data;
3. Erasure of personal data, in specific circumstances
4. Restricting the use of personal data
5. Object to the use of their personal data, and
6. Request that a copy of their personal data be provided to them or a third party in digital format.

Applicants also have the right to lodge a complaint regarding the processing of their personal data with their local data protection authority.

Security and retention. Rivard will take measures to protect Candidates' personal data against loss or theft, as well as against unauthorized access, disclosure, copying, use or modification, regardless of the format in which it is stored. Rivard retains the information for six months from the last point of contact. We hold this information to meet our legal and regulatory requirements. If you object to this retention, please contact us via our contact details below.

Our contact information: If you have any questions, requests or concerns about this policy or about the processing of the candidate's personal data, please contact dco@rivard.fr. You also have the right to lodge a complaint about the processing of your personal data with your local data protection authority. In France, it is the Commission Nationale de l'Informatique et des Libertés, www.cnil.fr