

## PERSONAL DATA PROTECTION NOTICE OF APPLICANTS

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The protection of your personal data is important to the BNP Paribas Group, which has adopted strong principles in that respect for the entire Group in its Group Privacy Policy available on the BNP Paribas institutional site.

This Personal Data Protection Notice provides you with transparent and detailed information relating to the protection of your personal data processed by BNP Paribas SA and/or its subsidiaries as a **recruiter ("us")** in the context of our application and recruitment procedures.

This Personal Data Protection Notice applies to all **candidates who have applied directly or indirectly for a job offer** (traineeship, temporary assignment, fixed-term employment contract, permanent employment contract, holiday auxiliary contract, V.I.E contract) **of the BNP PARIBAS Group ("you")**.

As a controller, we are responsible for the collection and processing of your personal data in relation to our activities, in accordance with the applicable regulations.

This Data Protection Notice lets you know which personal data we collect about you, the reasons why we use and share such data, how long we keep it, what your rights are and how you can exercise them.

This Personal Data Protection Notice may be supplemented, where appropriate, by other local statements, in order to specify certain processing or as it is required to comply with local law in the country where you live, and/or apply.

### 1. WHICH PERSONAL DATA DO WE COLLECT AND USE ABOUT YOU?

We collect the following categories of personal data (i.e., any information that identifies or allows identifying you) directly from you when applying for a BNP Paribas Group job offer or from third parties such as recruitment firms, job sites or social networks, to the extent necessary for the purposes detailed in section 3.

Depending on the nature of our intended employment relationship, the targeted position and the stage of recruitment, we may process various types of personal data, including:

- **identification and personal information about you** (e.g.: full name, identity, ID card and passport information, nationality, place and date of birth, gender, family status (e.g. marital status, dependents and date of birth), photograph, video);
- **private and professional contact details** (e.g.: postal and e-mail addresses, phone number, emergency contact details);
- **social insurance number/national insurance number/identification number;**
- **information about your training and career path** (e.g.: education, CV's, professional qualifications, cover letter, interview);
- **information you provide in support of your application:** (e.g.: declarative data, questionnaire replies, satisfaction survey, interviews, cats, etc.);
- **information from your answers to the various tools used in the recruitment process** (e.g. : personality tests or inventories, etc.)
- **employment information and data related to previous work experience ;**
- **economic and financial information:** (e.g.: salary expectations, other information necessary to administer payroll and, depending on the situation, details of bank accounts, taxes, pensions, and benefits;)
- **information about your work permit (e.g.: residence and immigration status);**
- **recording of data image and sound** (e.g. CCTV (Closed Circuit TeleVision) video surveillance, professional videos and photos, telephone calls, conversations and electronic communications);
- **social networks Data** when it is public and authorized by Terms and Conditions of social networks.

We may collect and use the following sensitive data only when required by law or when you have given your consent:

- **biometric and genetic information** (e.g.: the fingerprint, voice pattern, face pattern which can be used for identification and security purposes);
- **health data** in relation to workplace adaptation needs;
- **information on criminal convictions and offences data** (e.g.: for investigation or background checks).

We do not collect nor process personal data related to your ethnic origins, political opinions, religious or philosophical beliefs, or data concerning your sexual orientation unless it is required by law or made public by you and necessary for the purposes for which it is intended.

## 2. WHO IS CONCERNED BY THIS NOTICE AND FROM WHOM DO WE COLLECT PERSONAL DATA ?

This notice is addressed to all candidates as defined above and to your references (former employer, professor, etc.) for whom you have provided us with the contact details.

We may sometimes also collect additional data from other third parties, for example:

- Other BNP Paribas Group entities;
- Recruitment firms;
- Schools and administrations;

- Background check providers;
- Former employers;
- Social media and other public sources.

### 3. WHY AND ON WHICH BASIS DO WE USE YOUR PERSONAL DATA?

#### a. To comply with our regulatory obligations

As a financial institution and a recruiter, we use your personal data to comply with various regulatory obligations:

- To verify the elements necessary for identity control and conduct identity checks;
- To perform background checks on candidates;
- To implement a system for handling professional alerts;
- To comply with regulation relating to sanctions and embargoes;
- to exchange and report different information or reply to official requests from a duly authorized local or foreign financial, tax, administrative, criminal or judicial authorities, arbitrators or mediators, law enforcement, state agencies or public bodies
- to maintain security e.g., to ensure network and information security, including protecting BNP Paribas Group against malicious and inadvertent data security breaches

#### b. To take step at your request prior to entering into a possible contract with you

We use your personal data to conduct the recruitment process to enter into and perform your possible employment contract, including:

- To select and to analyze applications and professional skills (pre-selection of applications, ...);
- To assess and to verify of your abilities, skills, professional skills and interest for the target job (conducting interviews, face-to-face or remote; conducting tests and evaluation);
- To communicate with you about the current recruitment process and your application;
- To use data collected during the recruitment phase for human resources management purposes for selected candidates.

#### c. To fulfil our legitimate interest

We also collect and use your personal data where we have a legitimate reason:

- to offer you employment opportunities related to your career and skills;
- to inform you of actions or events of interest (such as forums or fairs, conferences or thematic meetings);
- to establish CV-bank for the purpose of researching and identifying candidate profiles;
- to manage recruitment and mobility through the performance of personality tests, personality, matching of personality, comparison your test result to standard test result;
- to manage our platform for job applications;
- to check professional references;
- to perform background checks when it is required by applicable law;
- to implement a system for handling professional alerts;
- to manage inquiries and surveys;

- to access information from your social network profile (when it is public and is authorized by Terms and Conditions of the social network);
- to establish aggregated statistics, tests and models (e.g. implementation of chatbots), to improve our processes;
- to conduct data analytics studies to review, better understand and monitor our recruitment procedures;
- to ensure physical security of our buildings, in particular video protection, and managing access to buildings;
- to prevent, detect and manage fraud, bribery and money laundering and financing terrorism;
- to comply with regulation relating to sanctions and embargoes when it is required by applicable law;
- to monitor and keep record keeping of phone calls and communication (including voice over IP), of electronic communications (such as e-mails, chats emails, SMS...) in order to comply with the Bank's code of conduct and foreign legal and regulatory obligations to which it subject;
- to manage our defense of legal claims and litigation.

In any case, our legitimate interests remain proportionate, and we verify according to a balancing test, that your interests and fundamental rights are preserved. Should you wish to obtain more information about such balancing test, please contact us using the contact details in section 9 "How to contact us" below.

#### **d. To respect your choice if we requested your consent for a specific processing**

For certain personal data processing operations, we will communicate additional information and invite you to consent to such processing (note that you may be able to withdraw your consent at any time) notably:

- where the above purposes lead to automated decision-making, which produces legal effects or which significantly, concern and affects you. In this case, we will inform you separately about the logic involved, as well as the significance and the envisaged consequences of such processing;
- If we need to carry out further processing for purposes other than those above, we will inform you and, where necessary, obtain your consent.

## 4. WHO DO WE SHARE YOUR PERSONAL DATA WITH?

### **a. *Sharing of information within the BNP Paribas Group***

We may share your personal data with BNP Paribas Group entities to fulfill the purposes set out above where it is necessary, including to respect our legal and regulatory obligations.

### **b. *Disclosing information outside the BNP Paribas Group***

In order to fulfil some of the purposes described in the Notice, we may disclose from time to time your personal data with third parties, including:

- service providers and subcontractors performing services on our behalf;
- partners and associations with whom we are partnering or, when you choose to participate in any of their events;

- local or foreign financial, tax, administrative, criminal or judicial authorities, regulators, arbitrators or mediators, law enforcement, state agencies or public bodies, where we are required to disclose data pursuant to:
  - their request;
  - defending or responding to a matter, action or proceeding;
  - complying with regulation or guidance from an authority applying to us.
- certain regulated professionals such as lawyers, notaries, rating agencies or auditors under specific circumstances (e.g. litigation, audit, etc.) or insolvency administrators in case of private bankruptcy.

## 5. INTERNATIONAL TRANSFERS OF PERSONAL DATA

In case of international transfers originating from the European Economic Area (EEA) to a non-EEA country recognized by the European Commission as providing an adequate level of data protection, your personal data will be transferred on this basis.

For transfers to non-EEA countries where the level of personal data protection has not been recognized as adequate by the European Commission we will either rely on a derogation applicable to the specific situation or implement one of the following safeguards to ensure the protection of your personal data:

- notably by Binding Corporate Rules (BCR) and any supplementary measure as appropriate;
- standard contractual clauses (SCC) and any supplementary measure as appropriate;

To obtain a copy of these safeguards or additional details on where they are available, you can send a written request as outlined in Section 9.

## 6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We will retain your personal data for the period required to comply with the applicable laws and regulations or another period to achieve the purpose for which it was collected and until the applicable limitation periods have expired.

## 7. WHAT ARE YOUR RIGHTS AND HOW CAN YOU EXERCISE THEM?

In accordance with applicable regulations and where applicable, you have the following rights:

- to **access**: you can obtain information relating to the processing of your personal data and a copy of this personal data;
- to **rectify**: where you consider your personal data to be inaccurate or incomplete, you may request that your personal data be amended accordingly;
- to **erasure**: you can require the deletion of your personal data, to the extent permitted by law;
- to **restrict**: you can request the restriction of the processing of your personal data;
- to **object**: you can object at any time, on grounds relating to your particular situation, to the processing of your personal data. In such case, we will no longer process your personal data unless we demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms, or for the establishment, exercise or defense of legal claims.

You also have the absolute right to object to the processing of your personal data for direct marketing purposes, which includes profiling related to such direct marketing;

- to **withdraw** your consent: where you have given your consent for the processing of your personal data, you have the right to withdraw your consent at any time;
- to **data portability**: where legally applicable, you have the right to have the personal data you have provided to us be returned to you or, where technically feasible, transferred to a third party.
- to **organize data after death when it is required by law**

If you wish to exercise any of these rights, you can send your application by mail or by email **via the recruitment service to which you have applied and for which an acknowledgement of receipt has been sent.**

In accordance with the applicable rules, in addition to your rights above, **you are also entitled to lodge a complaint with the competent supervisory authority.**

## 8. HOW CAN YOU KEEP UP WITH CHANGES TO THIS DATA PROTECTION NOTICE?

In a world of constant regulatory and technological changes, we may need to regularly update this Notice.

We invite you to review the latest version of this Notice online.

## 9. HOW TO CONTACT US?

If you have any questions relating to our use of your personal data under this Notice, you can contact your Data Protection Officer via the recruitment service to which you have applied and for which an acknowledgement of receipt has been sent to you.

If you want to know more about cookies, please read our Cookies policy.