

Alstom Data Privacy Applicant Notice



Ethics & Compliance Data Privacy

Alstom Data Privacy Applicant Notice

Alstom pays due attention to the protection of your personal data *i.e.*, any information that identifies or could identify you directly or indirectly.

This Data Privacy Applicant Notice gives you an overall view of the Alstom Group rules and practices with respect to collecting, processing, using, amending, reviewing, recording, storing, disclosing, and deleting personal data Alstom collects for **recruitment and hiring-related purposes**.

This Data Privacy Applicant Notice describes Alstom efforts to be compliant with the European General Data Protection Regulation 2016/679 of 27 April 2016 (the “**EU GDPR**”) and any applicable national data protection laws.

Purposes and Legal Basis for the Processing

Alstom is collecting and processing the personal data relating to you which are necessary for **recruitment and hiring-related purposes**, from your creation of a candidate profile and/or your job application or via a recruitment and hiring company to the execution of your employment contract, should you be a successful candidate.

These purposes are related to Alstom’s Human Resources Talent Management activity, by which Alstom attracts talents and competencies needed to achieve Alstom’s business strategy.

As a primary legal basis, the processing of your personal data is necessary for the transparent **legitimate interests** pursued by Alstom as a future and new employer in this recruitment and hiring process. It is also necessary to comply with Alstom’s legal obligation, in order to take steps at your request prior to entering into an employment contract to, and/or with your consent, if any. The purposes are to:

- assess your competencies for a job position,
- depending upon the results of the assessment, to offer you an employment contract.

Collection and Processing of Personal Data

The personal data may include *inter alia* the following types of information about you:

- first name, last name,
- personal address,
- phone number,
- email address,
- IT connection data,
- CV/Résumé,
- diplomas,
- cover letters,
- employment references (with your consent),
- employment and education history,

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- feedback results,
- background check (for compliance purposes),
- date and place of birth (if successful candidate),
- national identification number, passport or ID card number, social security number (if successful candidate),
- immigration, right-to-work and residence status (if applicable),
- family status and emergency contact details (if successful candidate),
- bank account details (for payroll purposes, if successful candidate),
- photos (with your consent, if successful candidate).

Alstom provides equal opportunities to all applicants for employment, without regard to special or sensitive personal data (e.g., data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health or sex life or sexual orientation). This being said, when required for the job position and/or when required by applicable national laws, some special or sensitive data, such as racial or ethnic origin, criminal checks, and data concerning health, may be collected by Alstom in its recruitment and hiring-related process. Alstom does not collect data revealing political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, sex life or sexual orientation, except with your consent, and/or if required by law.

Where your personal data are required in order to enter into an employment contract with Alstom, you are required to provide Alstom with additional personal data. Should you decide not to provide us with such personal data, Alstom may not be able to enter into an employment relationship with you.

The collection, use, and transfer of the personal data may be made through automated, electronic, and/or paper-based means. Alstom generally does not make any recruiting or hiring decisions based solely on automated individual decision-making, including profiling. Should this be the case, Alstom would implement appropriate technical and organisational measures in order to ensure an adequate level of protection to your personal data.

Recipients and Disclosures

As a multinational group, Alstom has a **legitimate interest** in transmitting your personal data within the Alstom Group, to affiliates/subsidiaries located all around the world, for Human Resources purposes related to the employment context. Alstom may also disclose your personal data to a trusted partner, supplier, subcontractor, data processor, other third party or an administration to the extent necessary to comply with Alstom's legitimate recruitment and hiring interests, legal obligations and/or in order to take steps at your request prior to entering into an employment contract.

Internally, the access to your personal data is limited to the Human Resources department, the Site Security department (when interviews are conducted on Alstom's premises), and any other departments having a strict need to know. This access is regularly reviewed by Ethics & Compliance Data Privacy to ensure the compliance of Alstom with applicable laws.

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International Transfers

Your personal data are, as a general rule, processed and stored in the European Economic Area (the “**EEA**”). In cases where they are processed and/or stored outside the EEA, **appropriate safeguards** compliant with Alstom’s legal obligations will be implemented as required by law.

Indeed, as a multinational group, Alstom has a legitimate interest in transmitting your personal data within the Alstom Group, to affiliates/subsidiaries located all around the world. Alstom may also need to outsource some services to external service providers located outside the EEA. These countries potentially do not have an adequate level of data protection compared to the level of data protection within the EEA. As a rule, your data shall not be disclosed to third countries which do not have adequate data protection unless **appropriate safeguards** are duly implemented between Alstom and the third party (e.g., such as European Standard Contractual Clauses). Only the personal data that are strictly necessary to the affiliate/subsidiary or service provider will be transferred, and, if required, via encrypted means.

Accuracy

Alstom takes reasonable steps to ensure that the personal data you provide are recorded in a manner that ensures accuracy and completeness. To help us with this activity, you must inform your *Recruiter* of any changes relating to you.

Security

Alstom is committed to the protection of your personal data by protecting them in particular against unauthorised or unlawful processing and against accidental loss, destruction, alteration or damage. **Appropriate technical and organisational measures** are in place to protect the information systems and the storage area where your personal data are stored. Alstom requires its service providers, by appropriate safeguards (including contractual means), to have similar standards of protection.

Retention and Period of Storage

Your personal data are retained only for the time necessary to achieve the purpose for which such personal data were collected and for any required or permitted period under applicable laws. Unless otherwise required by applicable national laws and/or with your consent, your personal data shall not be retained for longer than **two (2) years** after the last contact with you. You have always the opportunity to give your consent for us to keep your personal data for a longer period and if you would like us to suggest you similar vacant positions within our Group.

If your job application is successful, your personal data will populate your Employee Profile and Human Resources File and be kept by Alstom until the end of your employment contract, with some personal data being archived for a longer period where required by law or for the establishment, exercise or defence of legal claims.

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Your Rights as an Applicant

Pursuant to the EU GDPR and applicable national data protection laws, you have the **right to be informed** of your rights as an Applicant.

You can exercise your rights as specified below, provided that Alstom is in a position to identify you. Also, your request must be reasonable, which means that it may be denied when it is manifestly unfounded or excessive (e.g., repetitive character of your requests).

Subject to the above paragraph, you will find below the summary of your rights:

- **Right of Access**

You have the right to ask for information about the processing of your personal data and/or for copies of your personal data. Your request may be denied to protect another individual's rights.

- **Right to Rectification**

You have the right to ask for rectification of personal data you think is inaccurate and to ask Alstom to complete information you think is incomplete.

- **Right to Erasure (“Right to be forgotten”)**

Your right to erasure is not absolute, *i.e.*, you have the right to ask Alstom to erase your personal information in certain circumstances, which are the following: (i) Alstom no longer needs your personal data, (ii) you initially consented to the use of your personal data, but have now withdrawn your consent, (iii) you have objected to the use of your personal data, and your interests outweigh those of Alstom, (iv) Alstom would have processed your personal data unlawfully, (v) Alstom would have a legal obligation to erase your personal data. Alstom shall deny your request (i) when the processing of your personal data is necessary for compliance with a legal obligation or (ii) for the establishment, exercise or defence of legal claims.

- **Right to Restriction of processing**

Your right to restriction is not absolute, *i.e.*, you have the right to ask Alstom to restrict the processing of your personal data in certain circumstances, which are the following: you can ask Alstom to temporarily limit the use of your personal data when Alstom is considering (i) a challenge you have made to the accuracy of your data, or (ii) an objection you have made to the use of your data. You may also ask Alstom to limit the use of your personal data rather than delete it if (i) Alstom processed your data unlawfully but you do not want it deleted, or (ii) Alstom no longer needs your personal data but you want Alstom to keep it in order to create, exercise or defend legal claims. Alstom may use restricted data for (i) the establishment, exercise or defence of legal claims or (ii) the protection of another individual's rights.

- **Right to Object**

Your right to object is not absolute, *i.e.*, you can only object to processing when Alstom is processing your personal data for Alstom's legitimate interests. You have right to object to such processing that is not (i) required by law or for the establishment, exercise or defence of a legal claim, or (ii) needed by Alstom for compelling recruitment and hiring related-purposes that would override your objection.

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- **Right to Withdraw your Consent**

Alstom might need your consent in specific cases. In these cases, Alstom would provide you with a way to withdraw your consent as easy as the way you gave consent in the first place.

- **Right to Data Portability**

Your right to data portability is not absolute, *i.e.*, you have the right to ask to receive your personal data and/or have Alstom transfer your personal data to another company, where technically feasible, provided that (i) you have given Alstom your consent for the processing or (ii) the processing is necessary of the performance of a contract between you and Alstom, such as your employment contract or in order to take steps at your request prior to entering into your employment contract, and (iii) the processing is carried out by automated means. Your request may be denied to protect another individual's rights.

Alstom Controller

ALSTOM Transport SA, which is a French *société anonyme*, having its registered office in France, at 48 rue Albert Dhalenne, 93400 Saint-Ouen, is the **Controller** for the Group (“**ATSA**”). It is responsible for all processing activities and serves as the main contact point with our lead supervisory authority (the French CNIL - *Commission Nationale de l'Informatique et des Libertés*) and the data protection supervisory authorities. ATSA will work with local Alstom's affiliates/subsidiaries for compliance with specific local rules related to local processing of your personal data. Alstom's affiliates/subsidiaries may act as Joint Controllers, depending on the nature of the processing and the autonomy of these entities.

How to Ask Questions and Exercise your Rights

If you want to exercise your rights, if you have any questions about this Alstom Data Privacy Applicant Notice or if you believe that your personal data is not handled in accordance with the applicable law or this Notice, you can contact the Alstom Ethics & Compliance Department by sending an email to data.privacy@alstomgroup.com.

When you contact us, Alstom strives to give you full satisfaction when it comes to the protection of your personal data. Nevertheless, should you remain dissatisfied, you are also entitled to contact any competent data protection supervisory authority, such as the CNIL (*Commission Nationale de l'Informatique et des Libertés*) in France.

For more information on Alstom's global approach to the processing of your personal data, please consult the [Alstom Data Privacy Charter](#).

Effective Date

V 0 – 25 mai 2018 (on Internet)

V A – 6 December 2018

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Reviewed by

Approved by

Anne-Sophie Ract
Ethics & Compliance Officer - Data Privacy

Michael Julian
Chief Compliance Officer

Distribution

The **Alstom Data Privacy Applicant Notice** must be communicated to every applicant to a job position proposed by Alstom.