

## 1. General informations

### a) Introduction

We would like to inform you of the data processing of your personal data that you provided by applying for an offer of METRO France on our METRO recruitment website.

The purpose of the recruitment site you are visiting is managing the recruitment activities of METRO France, including job search, online application, communication and notification activities.

It is important for METRO France and the METRO Group to protect your privacy and inform you of how your data has been processed. We have done everything to ensure that the personal information you have been transmitted is kept confidential and respected.

We ask you to read your personal data protection notice and / or to contact us for all your requests for clarification.

### b) Data controller

METRO France, SAS, 5 rue des Grandes Prés, 92024 Nanterre Cedex (also hereinafter referred to as "METRO France"), acts as data controller in accordance with the applicable General Data Protection Regulation (hereinafter referred to as "GDPR"), for the processing of personal data that you provided by applying for a job offer with METRO France.

For questions or requests regarding the processing of personal data in the context of the post (s) for which you have applied, please contact our data protection officer, whose contact details you will find below.

### c) Data protection officer

You can contact our Data Protection Officer at any time using the following contact details:

E-Mail : [informatiqueetlibertes@metro.fr](mailto:informatiqueetlibertes@metro.fr)

## 2. Data processing activities

### a) Online job application

In order to send us your application online, you must create your profile / user account on our METRO recruitment website. Your account will allow you to use our site to send your applications online to jobs within METRO France and / or one or more companies of the METRO Group.

The conditions of the processing of personal data relating to your profile / user account are defined in the general policy of protection of personal data.

The personal data you provide by applying online will be processed for the purposes of recruitment and management of the application process.

The provision of your personal data concerning your title, nationality, telephone number (alternative), professional experience, studies, as well as your certificates and other documents is optional.

The provision of personal data indicated as mandatory during the application process is necessary to allow us to analyze your application and pursue a potential process of recruitment and hiring (conclusion of a contract of employment, and administrative formalities). This treatment is legally based on art. 6, paragraph 1 sentence 1 letter b) of the GDPR. When required by law, your personal data will also be used to fulfill legal obligations. This treatment is legally based on art. 6 paragraph 1 sentence 1 letter c) of the GDPR. If you do not provide us with this personal data, we will not be able to process and review your application.

If you submit an application online via our recruitment website, all the data you have provided will be processed by computer and will be accessed by METRO France's authorized services personnel (Human Resources Department, IT Services), and, where applicable, the parent company of METRO Group, METRO AG, service providers and / or subcontractors of the METRO Group company concerned and / or the METRO Group.

Your profile and your application data are also accessible to employees of the METRO AG and METRO France recruitment teams to whom you have submitted your application, in particular for assistance purposes (eg to reset your password) or to analyze and respond to your application.

As part of the management and operation of our recruitment site (maintenance, development), we use subcontractors within the meaning of Article 28 of the GDPR and who also have access to your personal data.

METRO Group and its subcontractors, service providers, use technical and organizational security features to protect your data from tampering, loss, destruction or access by unauthorized persons. All personal data provided to METRO or its subcontractors will be transmitted and stored in an encrypted form. The data you provide during the application process will be stored in this solution on a server located in Frankfurt am Main (Germany). Your personal data will be communicated to support teams based in Europe, USA and Asia; these teams have access to solutions in order to assist applicants, METRO AG and METRO Group companies. This treatment is necessary to

pursue our legitimate interests of providing assistance, and is legally based on art. 6 paragraph 1 sentence 1 letter f) of the GDPR. Data transfer to Asia and the US includes a transfer to third countries outside the EU and the EEA. There is no adequacy decision by which the Commission of the European Union has ruled that these countries guarantee an appropriate level of protection. This data transfer is based on appropriate protection instruments, ie standard contractual clauses. You may request the data protection officer, whose contact details are set out in article 1, c hereof, any detailed information and / or any copy of these standard contractual clauses.

During the application process, you may be invited to participate voluntarily in a video interview. In this case, your name, email address and job code will be posted on the online platform of our third party service provider for video maintenance. In order to allow the video interview, scheduling and assistance in case of any technical problem, your name and address will be communicated to the video maintenance platform provider and kept on a server located at Amsterdam in the Netherlands. Regarding all other personal data collected, processed and stored in connection with such video interview, you will be informed before the maintenance on the platform and your explicit consent will be requested. This treatment is legally based on art. 6, paragraph 1 sentence 1 letter a) of the GDPR.

We do not share your personal information with any other recipient without your consent, unless we are required by law to do so. This communication for the purpose of fulfilling a legal obligation is based on art. 6 paragraph 1 sentence 1 letter c) of the GDPR.

On the basis of your consent, we keep your personal data as long as necessary to process the applications you have submitted, except where the law provides otherwise. Such retention for the purpose of fulfilling a legal obligation is based on art. 6 paragraph 1 sentence 1 letter c) of the GDPR.

Your application data will be kept in our application management system for six months after the completion of any application process. This is necessary in order to be able to keep evidence in the event of a subsequent complaint of discrimination, which is in our legitimate interest. This storage is legally based on art. 6 (1) sentence 1 letter f) of the GDPR.

Your profile / user account and the personal data it contains will remain stored for the period indicated in the general policy of protection of personal data.

#### b) Cookies

The METRO recruitment site uses technical solutions to provide information on career and employment opportunities. These solutions include the use of technical cookies and session cookies. Cookies are small text files sent to your browser and stored on your computer. Cookies are used on our site for the purpose of enabling and facilitating job search and registration operations, for example by storing your identification data. Cookies whose session cookies can also provide information about your technical device, the browser and its version to facilitate the display of content on our recruitment site. This data processing is legally based on art. 6 paragraph 1 sentence 1 letter f) of the GDPR. We must necessarily defend our legitimate interests so that the functions of our recruitment site are assured and improved.

If you do not accept cookies and session cookies, you will not be able to use all the functions of our site allowing you to be informed about job and career offers.

Session cookies will be automatically deleted after closing your browser.

Other cookies will be kept until they expire or you erase them. You can maintain, view and delete cookies at any time in your browser by accessing setting options and / or browser options. In this way, you can disable or limit the storage of cookies by configuring your browser to notify you before a cookie is stored.

#### c) Website visitor data

Website visitor data and candidate data, which have been anonymized, are collected by our technical solutions in conjunction with the METRO website for job seekers and candidates to record your passages through our web pages. Depending on the case, the recorded data could include your IP address, which is immediately deleted, the operating system of the device used to access the site, the website from which you visited us, the websites you visit or the search keys used to find our website. Before using the data, the data is always anonymized. This anonymization is for statistical and security purposes. We must necessarily defend our legitimate interest in having our services improved and assured. This treatment is legally based on art. 6 paragraph 1 sentence 1 letter f) of the GDPR. The provision of your personal data is voluntary.

### 3. Your rights

As a data subject, you may contact our Data Protection Officer at any time by written notice using the contact details mentioned in Article 1 (c) above to exercise your rights in accordance with the RGDP. These rights are:

- The right to receive information on the processing of data and a copy of the processed data (right of access, article 15 of the GDPR),
- The right to demand the rectification of inaccurate data or the complementation of incomplete data (right of rectification, article 16 of the GDPR),
- The right to require the deletion of personal data and, in the case where the personal data has been made

public, the sending of information to other data controllers about the request for deletion ( right of cancellation, article 17 of the GDPR),

- The right to require the restriction of data processing (right of restriction of treatment, article 18 of the GDPR),
- The right to receive personal data relating to the data subject in a structured, commonly usable and machine readable format, and to request the communication of this data to another data controller (data portability, art. 20 of the GDPR),
- The right to oppose the processing of data in order to stop it (right of opposition, article 21 of the GDPR),
- The right to withdraw consent at any time to stop data processing based on your consent. Withdrawal will not have the effect of rendering the consent-based treatment prior to the withdrawal of such consent unlawful (right of withdrawal of consent, section 7 of the GDPR).
- The right to lodge a complaint with the Commission Nationale de l'Informatique et des Libertés if you consider that the processing of the data infringes the GDPR (right to lodge a complaint with a supervisory authority, Article 77 of GDPR).