



TEPSA

Personal data protection policy

This policy aims at describing how Tepsa and its subsidiaries (hereinafter collectively referred to as the “**Tepsa**”) process the personal data collected when you use the website www.tepsa.com (hereinafter referred to as the “**Website**”) and to inform you of your rights in the frame of the protection of these data.

You may provide personal data (such as your surname(s), first name(s), email address, telephone number, fax number and company name) to Tepsa when you submit an application to join our team.

Your consent is the legal basis for processing the submitted data. The processing aims at allowing Tepsa to:

- When you submit an application: manage your application and a potential recruitment process.

The mandatory fields in the contact and application forms are marked with an asterisk. If the mandatory fields are not fulfilled, we will not be able to provide you with an answer.

You can withdraw your consent at all times, without this calling into question any processing carried out prior to the withdrawal:

- by writing to us at Tepsa Infra - Directrice juridique Groupe - 33, avenue de Wagram, 75017 PARIS;

Your personal data will be kept for two (2) years from:

- When you submit an application: the date of your application unless your application leads to a recruitment, in which case the data retention period applicable to employees personal data should apply.

In order to offer you a better service, Tepsa establishes Website statistics and audience reports. In order to permit statistical analysis, Tepsa uses the Google Analytics services, by installing cookies (small text files stored by the browser on the user’s device) after you give your consent. The data generated using Google Analytics

is processed and stored by Tepsa and Google Analytics only. The data is processed in accordance with the regulations on personal data protection.

A window displays automatically on your first connection to the Website and details the types of cookies installed and allows you to select those to which you consent for use. The cookies are temporarily kept, i.e. as long as your browser session is open. You can object to cookies being saved (however, their non-installation may limit some of the Website functions). The browser tool configuration for this purpose has been described by the *Commission Nationale de l'Informatique et des Libertés* (CNIL = French Data Protection Agency), at the following address: <https://www.cnil.fr/fr/cookies-les-outils-pour-les-maitriser>.

The personal data collected is processed:

- When you submit an application: the human resources department of Tepsa entity issuing the offer, the direct and indirect managers of the department within which the candidate would evolve, employees of the department that the candidate would join provided they are involved in the recruitment process and the top management of Tepsa entity issuing the offer.

Tepsa undertakes not to transfer the personal data to third parties.

Tepsa implements suitable measures to maintain the security, confidentiality and integrity of the personal data processed and, in particular, to prevent such data from being altered, damaged or accessed by unauthorized third parties.

In accordance with the personal data regulations, you have a right of access, rectification, erasure and restriction of processing of your personal data. These rights can be exercised:

- by writing to us at Tepsa Infra - Directrice juridique Groupe - 33, avenue de Wagram, 75017 PARIS;

In case you consider, after having contacted us, that your rights over your personal data are not observed, you may lodge a complaint with the CNIL.

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