

SOMFY PRIVACY POLICY – RECRUITMENT

Version revised on 12/07/2023

I. GENERAL INFORMATION

We would like to thank you for your interest in the SOMFY Group and your visit to our websites.

The Legal entity responsible for the personal data collected from you is the entity that determines how, when and why it collects and uses your personal data (“Data Controller”).

The Privacy Policy refers to data processing irrespective of the data provision and processing mode.

This web page for recruitment and the recruitment system are under the responsibility of SOMFY ACTIVITÉS SA, a French “société anonyme” with a capital of €35,000,000, registered in the Annecy Trade and Companies Register under number 303 970 230, 50 Avenue du Nouveau Monde, 74300 Cluses, or the legal entity of SOMFY Group to which you are applying, acting as joint controllers, referred hereinafter “SOMFY” or “SOMFY Group”.

The commitments below inform you of the way in which your personal data can be collected, stored, used and processed by SOMFY, as Controller of the processing carried out when you apply to an open job position within the SOMFY Group, or when you send a spontaneous application, via the “Careers” space on the website <https://www.somfy-group.com/en-en/careers> and via the forms & candidates questionnaires.

By applying to job at SOMFY, you acknowledge and declare that you have read and agreed with this Privacy Policy and therefore agree that your data can be collected, stored used and processed by the legal entities of the SOMFY for managing applications, recruitment and employment within the SOMFY, under the terms and conditions specified below (application, profile and recruitment). By providing your contact details, you agree that SOMFY can contact you for recruitment purposes. SmartRecruiters is intended to be SOMFY's sole recruitment tool. No application will be processed outside of this system (paper and e-mail applications will be automatically rejected).

Our objective is to offer you the best opportunities within the SOMFY Group.

II. Purposes of the processing

SOMFY collects, stores, uses and processes the personal and private data that you enter only as part of managing its recruitment process and its CV (= Curriculum Vitae) database, also for directly informing you of new opportunities if you have created an alert, as defined hereunder (in article IV).

This data, in anonymous form, will also be able to be processed for statistical analysis and reporting purposes to assess the visit frequency of our website and the recruitment process.

In all cases, SOMFY undertakes to comply with the European Regulation and any applicable laws and regulations relating to privacy and personal data protection.

Storage and personal data processing are partially or fully carried out, using data controller servers located in the territory of the EU/EEA. Therefore, mandatory EU data protection laws, as well as any other local regulations being in force at corresponding jurisdiction, apply to all aspects of Services and data processing.

The data controller confirms and guarantees that the data controller will maintain corresponding, effective and modern technical and organizational measures in order to provide such level of safety that would correspond to

the Client data processing risks, in order to maintain data confidentiality, integrity and accessibility, at the same time protecting it from unauthorized access or access for unauthorized purposes.

As the processing controller, SOMFY undertakes, in all cases, to comply with the following two principles:

- You are the sole owner of your data that we collect and process in relation to you,
- Your personal and private data is processed in a transparent, confidential and secure manner.

III. The data that SOMFY collects and processes

Generally, the private information and personal data relating to you that SOMFY collects and processes is appropriate to the situation and to the job profile and limited to personal data that is necessary for assessing the suitability of your professional skills with the profile of the vacant posts.

To apply to an open position at SOMFY, you have to complete a form in which some data are mandatory, and some are optional.

Mandatory personal data in the form may include:

- Identification/civil status data: First name, surname, electronic address
- Professional career data: answer to the question “are you employee of Somfy?”
- Availability

Optional personal data in the form may include:

- Identification/civil status data: photo, title, postal address, phone details,
- Professional career data: geographical mobility, language level, education, training, exam distinctions, diplomas, professional experience, skills, professional qualities,
- Financial and economic information: salary level,
- All other data that are in the documents you can attach to your application: curriculum vitae, letter of motivation.

Moreover, the information system may also collect following data:

- Connection data: IP address, log, web pages visited.

In any circumstances, SOMFY is seeking, collecting or processing data that is considered to be sensitive (racial origin, ethnicity, political, philosophical or religious opinion, health or sexual preferences) to fill a post within the SOMFY Group unless the law of a country makes it compulsory to do so or for positions aimed at promoting the principle of non-discrimination where provided by law. In this case, you will be informed and will have to expressly agree to it.

IV. Creating an alert to advise you of job offers

You can create an alert on the “Careers” page of our websites so that you can be advised of future professional opportunities available within the Somfy. To do this, complete a form with the following information:

- Identification/civil status data: First name, surname, e-mail address
- Data relating to the post(s) searched for: keywords, position, level of experience, type of contract, location

This data is managed by the recruitment solution provider Smart Recruiter in accordance with its privacy policy available at the following address: <https://www.smartrecruiters.com/legal/candidate-privacy-policy/>

V. Description of the recruitment process

The recruitment process can be started in different ways:

- an application for a specific offer (vacant post)
- a non-specific application (=“ spontaneous application” also called “general application”)
- or even a recommendation from your professional network or colleagues with your consent.

In any case, regardless of the method used for applying, you agree that your profile and personal data are included in our CV database and are visible and accessible to the Somfy recruiters.

1/ Application for a specific offer

In response to an offer posted on our websites, you can apply by choosing to send your on-line profiles, uploading your CV or by manually completing the available form.

As you are applying for a job offer, you are providing your personal data to the SOMFY.

It is your responsibility to ensure that the data you supply is true and up to date.

With regard to the contact details of your references, should you be asked for them, you undertake to obtain the prior consent of the persons concerned before providing them to SOMFY.

2/Non-specific application

To make a non-specific application, you provide SOMFY with your personal data by clicking on “General Application” on the “Careers” page of our website <https://www.somfy-group.com/en-en/careers>, or by clicking on the “Contact us!” button in the “Career” page.

You can then upload your CV or send your on-line profile (as LinkedIn or Indeed for example) or manually complete a form.

As you are making a non-specific application, you are providing your private data to the SOMFY Group.

It is your responsibility to ensure that the data you supply is true and up to date.

3/Recommendation from your professional network or colleagues

To share a job offer from Somfy with your network, click on the “Share this job” button: this will make the offer visible on your social and professional networks (LinkedIn, Facebook, Twitter or by e-mail).

You can also click on the “Refer a friend” button: this means the contact details, and/or the CV of a friend interested and qualified for the job will be sent to SOMFY Group. It is your responsibility to ensure beforehand that this person agrees to their personal data being sent to the Somfy. The person suggested will be asked by e-mail to confirm their interest in the job in question and to give his/her consent for the processing of his/her data by SOMFY Group.

4/Employment

If you are employed by SOMFY, your personal and private data could be used as part of the employer-employee contractual relationship under the terms and conditions stipulated by the laws and regulations in force. This data can be transferred from the recruitment system to the Personnel Administration Department concerned for personnel management purposes.

VI. Recipients of the Personal Data

In all cases, the recruitment process is dealt with firstly by the Human Resources Departments, then the Recruiters and the Managers of the departments for which the jobs are vacant. These Managers, as well as the Recruiters, may belong to various entities within the SOMFY Group. Therefore, your data may be transferred and used within the SOMFY Group in Europe as well as throughout the world if necessary.

Your personal data can also be sent to service providers (for example: recruitment agency, recruitment test provider) that SOMFY works with. These service providers will have access to your personal data only where it is strictly necessary for their tasks and undertake not to use your personal data for a purpose other than that requested by SOMFY in accordance with this Privacy Policy. These service providers act only as SOMFY’s subcontractors and will not share in any case this information with third parties and will not use it for other purposes.

The management system for our recruitment process and CV database is hosted within the European Union. Persons residing outside the European Union must be informed that processing the data associated with this hosting will be done in accordance with applicable European data protection regulation. You can oppose this by exercising your rights described below. In this case, you may not be able to access our services.

Your data can only be sent to public establishments or public authorities if the law requires it.

VII. Time period for retaining Personal Data

We retain your personal data used as part of our recruitment process and our CV database for the period necessary for managing your application and no longer than the limits provided for in the respective local regulations. In all cases, the maximum period we retain your personal data so that we can contact you again, and which enables us to offer you other jobs which may be of interest to you, will be 5 (five) years, from date of withdrawal of consent.

In case of recommendation (“Refer a friend” option), personal data (contact details and/or the CV) of the third party concerned will be automatically deleted after 30 days in the absence of his or her consent.

VIII. Your rights for Opposition, Correction and Removal

In accordance with applicable privacy and data protection regulation, you may have the right to access the personal data that relates to you, so that you can add to it, amend it, correct it, remove it or oppose its processing on legitimate grounds.

To exercise this right, you must provide proof of your identity and state the purpose of your request by writing to one of the following addresses:

- e-mail to: gdpr.baee@somfy.com
- postal letter to: SOMFY SIA, Brivibas gatve 401C, Riga, LV-1024.

IX. Security of the Personal Data collected

We use technical methods and security measures in order to protect your personal data and to prevent the destruction, loss or alteration, access or unauthorized disclosure, or the accidental or illegal modification. The transfer of data between your local browser and our on-line recruitment system is encrypted via https.

Our employees who have access to your personal data undertake to keep it confidential.

Links to other websites:

The fact that we allow access to other websites via hypertext links does not make us responsible for the practices relating to private data of these websites.

X. Automatic Collection by cookies

1. What is a cookie?

A cookie is a small file (alphanumeric identifier) placed on your terminal (computer, tablet or mobile device) by our Services. It enables a link to be made between a terminal and other information relating to your experience with our Services (such as the location, language, character size and other display preferences) for a certain time.

2. Why do we use cookies?

When you visit our websites or the Somfy Group's web pages, cookies may be placed on your computer, mobile or tablet so as to facilitate and personalize your on-line experience, to provide you with a practical functionality and to save you time.

You can also refer to the usage policy of the cookies that may be presented to you by using the information banners in particular.

You have the possibility of accepting or rejecting the cookies. If you choose to reject cookies, you risk not being able to use all the interactive functionalities of our websites and web pages.

In all other cases, the cookies stored on your terminal or other device is used to identify you for statistical purposes and will not be retained for more than 12 (twelve) months. After this date, the data relating to visiting a website associated with a username will be destroyed or made anonymous.

XI. Contact information

For any question regarding our Privacy Policy – Recruitment, please do not hesitate to contact us via our website, www.somfy-group.com, or by writing to us at the following address:

via e-mail: office_lv@somfy.com

per postal correspondence : SOMFY SIA, Brivibas gatve 401C, Riga, LV-1024.

You may also send any questions or requests relating to the protection of your personal data to our data protection officer at the following address: SOMFY ACTIVITÉS SA – Data Protection Officer, 50 Avenue du Nouveau Monde, 74300 Cluses or dpo@somfy.com.

For further information, you can consult the Data Protection Authority website of your country.

Latvia Data Protection authority: <https://www.dvi.gov.lv/lv>

For EU residents, please find your national Data Protection authority on the following link:

https://edpb.europa.eu/about-edpb/board/members_en.

XII. Changes to this Policy

We may modify this Policy at any time without notice, except if such modifications contain substantial changes that may affect individuals' rights under applicable privacy and data protection laws, in which case you will be notified of such changes by a prominent notice at the beginning of this Policy.