

Candidate Information on the Processing of Personal Data

As part of the recruitment process, candidates are informed that data concerning them will be collected and processed by Institut Mines-Télécom ("the Institute") and by Mines Saint-Étienne ("the School").

This data constitutes "Personal Data" within the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation) and French Law No. 78-17 of 6 January 1978, as amended, relating to information technology, files and civil liberties. This refers to information relating to an identified or identifiable natural person, directly or indirectly, in particular by reference to an identifier or to one or more specific factors specific to them (surname, first name, personal address, date of birth, family status, remuneration, etc.).

A "processing" of Personal Data consists of any operation or set of operations, whether or not automated, performed on such data, including, without limitation, collection, recording, organization, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination, alignment, erasure or destruction of such data. The purpose of this information notice is to provide candidates with information regarding the processing of Personal Data implemented by the Institute and the School concerning them. This information notice does not create any contractual relationship between the candidate and the Institute.

1. Core Principles

Personal Data is collected and processed by the Institute or the School fairly, lawfully, and transparently with regard to the data subjects. In particular, only Personal Data that is relevant and strictly necessary for a specified, explicit, and legitimate purpose is processed.

Personal Data is kept up to date and stored only for the time strictly necessary for the purpose of the processing; beyond this period, it is deleted. Retention periods are defined taking into account any legal obligations to retain certain data.

Appropriate technical and organizational measures are taken to ensure the security and confidentiality of Personal Data, notably by restricting access to authorized individuals.

2. Data Controller

The data controller in charge of the shared "group" processing of candidates' Personal Data is Institut Mines-Télécom (legal entity), 37/39, rue Dareau, 75014 Paris (Tel: +33 (0)1 45 81 86 86), represented by its Director General.

Furthermore, the Schools are responsible for their specific data processing.

The Institute has appointed a Data Protection Officer at the Institut Mines-Télécom group level:

- Address: 37/39, rue Dareau, 75014 Paris
Email: dpo@imt.fr

A network of delegates has been established at the School level. For Mines Saint-Étienne:

- Address: 158, cours Fauriel, 42000 Saint-Étienne
Email: cnil@mines-stetienne.fr

3. Purposes of Processing Candidates' Personal Data

Personal Data concerning candidates is collected and processed by the Institute or by the School as part of the recruitment process, specifically to evaluate the candidate's capacity to fill the proposed position.

4. Legal Basis for Processing Personal Data

The processing of candidates' Personal Data relies on the following legal bases:

- **Conclusion of an employment contract or execution of pre-contractual measures:** In the event of a positive response from the Institute or the School and the recruitment of the candidate, the Personal Data provided may be used to draw up their employment contract and, more generally, to establish any document or complete any internal procedures necessary for the performance of the employment contract.
- **Pursuit of the legitimate interests of the Institute and the School** (evaluation of applications, etc.).

During the recruitment process, Personal Data relating to candidates is collected directly from the data subject.

If the candidate is hired, updated or additional information must subsequently be provided by them for the conclusion and performance of their employment contract. Some Personal Data relating to candidates may also be collected indirectly, notably through internal contacts (members of the human resources department, etc.) or external entities (recruitment agencies, former employers, etc.).

5. Categories of Processed Personal Data

A list of Personal Data likely to be collected and processed by the Institute or the School is provided below for information purposes.

The provision of this Personal Data is necessary for the review of your application and the management of the recruitment process. As such, failure to provide this information may impact your chances of recruitment or make it impossible to process your application.

6. Recipients of Personal Data

The following individuals may receive all or part of the Personal Data concerning the candidate within the Institute, the School, or the group to which it belongs:

- Persons in charge of human resources,
- Persons in charge of legal matters,
- Line managers of the position open for recruitment;
- Service providers involved in the recruitment process and mandated for this purpose by the Institute (recruitment agency),
- The Data Protection Officer of the Institute or the School.

Certain Personal Data may be shared by the Institute or the School with third parties involved in the recruitment process, in the legitimate interest of the Institute and the School, unless the rights and legitimate interests of the candidate prevail, or with the consent of the candidate.

These recipients are required to respect the confidentiality of the Personal Data shared with them and must only use this Personal Data in accordance with the instructions of the Institute or the School.

7. Data Transfer Outside the European Union

Certain Personal Data may, where applicable, be transferred outside the European Union to countries that do not necessarily have data protection laws equivalent to those in force in the European Union.

The transfer of Personal Data to recipients located outside the European Union is strictly carried out for the purposes defined above.

The recipients of this Personal Data are:

- Other entities of the group located outside the European Union;
- Service providers involved in personnel management or external advisors of the Institute or the School.

Safeguards have been taken to ensure the protection of Personal Data concerning employees transferred outside the European Union. These data transfers are governed by contractual clauses that comply with the standard clause models adopted by the European Commission or, for intra-group transfers, by Binding Corporate Rules (BCRs) validated by data protection authorities.

Candidates can obtain a copy of these provisions from the contact person mentioned in paragraph 10 below.

8. Retention Period of Candidates' Personal Data

Personal Data relating to candidates is retained for a period that does not exceed the duration necessary for the purposes for which it is collected and processed, in accordance with the provisions of Article 6 of French Law No. 78-17 of 6 January 1978 relating to information technology, files and civil liberties and Article 5 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016.

If the candidate is recruited, the Personal Data provided during the recruitment procedure will be retained for the duration of their employment within the institution and beyond, within the limits of the applicable statutory limitation periods. Different retention periods may, where applicable, be applied to certain categories of data in accordance with legal provisions.

In the event of a negative response from the Institute or the School, the candidate may request the return or destruction of the Personal Data concerning them. If the candidate does not request the destruction of their file, the Personal Data will be automatically destroyed within 2 years from the last contact with the Institute or the School.

9. Confidentiality and Security of Personal Data

Appropriate technical and organizational measures are taken by the Institute and the School to ensure the security and confidentiality of Personal Data concerning candidates, in order to prevent unauthorized access, disclosure, or destruction, in accordance with the provisions of the General Data Protection Regulation (EU) 2016/679 of 27 April 2016.

10. Individual Rights

Candidates may exercise at any time the various rights provided for by current regulations (right of access to Personal Data concerning them, right to object, right to rectification, right to erasure, right to restriction of processing, right to data portability, right to define directives regarding their Personal Data after their death).

These rights can be exercised through the Data Protection Officers. However, the Human Resources Department remains at your disposal for any additional information. The contact details are as follows:

- **DPO Mines Saint-Étienne:** cnil@mines-stetienne.fr

Complaints can be lodged with the Institute's representative mentioned in paragraph 2 above or directly with the *Commission Nationale Informatique et Libertés* (CNIL, 3 place de Fontenoy, 75007 Paris).

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List of Processed Personal Data Relating to Candidates

Data relating to personal status

- Civil status / Marital status
- Personal address
- Nationality
- Telephone contact details
- Email address
- Work permits
- Driver's license

Data relating to the application and professional status

- Information relating to the application (CV, cover letter, etc.)
- Diplomas / Degrees
- Training / Qualifications
- Professional experience
- References from the candidate's professional environment
- Membership in associations (sports, cultural, etc.) and interests communicated by the candidate
- Spoken languages
- Any other personal data communicated by the candidate in their curriculum vitae or cover letter

Recruitment process

- Data relating to the application and the recruitment process (date and place of interviews, persons present, interview notes, etc.)

Security and access

- Data relating to access to the premises
- Images recorded by the premises' CCTV systems