

CANDIDATE PERSONAL DATA PROTECTION POLICY

1. FOREWORD

Because a candidate who entrusts the companies of SCOR Group (hereinafter referred to as "we" or "SCOR") with his or her application demonstrates his or her interest and confidence in us, we are committed to process his or her application with a high level of security and confidentiality.

In order to provide candidates (hereinafter referred to as "you") with the best possible support, this policy sets out the terms and conditions for the processing of their personal data to which we have access during the selection and recruitment process.

It is important that you read this policy and by submitting your application you acknowledge that you have read, understood and agree with such policy.

2. DATA CONTROLLER

This policy applies to all the companies of SCOR Group. Each entity acts as an autonomous data controller with respect to the applications it processes.

If an application is processed by different entities of the Group, each of these entities remains autonomous.

This policy is primarily based on Regulation (EU) 2016/679, otherwise known as the General Data Protection Regulation (GDPR) but may be subject to adaptation according to the local law of each controller.

3. CATEGORIES OF DATA PROCESSED

If you are interested in the type of personal data we may collect, please note that we only process data that are required or optional and that you provide to us when you apply for a job.

In this respect, we process and use the following data :

- Identity, civil status, contact details (telephone, address, e-mail...), identification data;
- Data relating to professional life (employment, career, contact details of current and former employers, information on training, information on academic background, previous professional experiences, professional skills and abilities in relation to the job offered...);
- Background check ;
- Photograph (optional);
- Information collected during the interview;
- Any other information collected through the use of external services related to application management (personality tests, language tests...).

More generally, we process any personal data that you send to our recruitment service.

We indicate the mandatory informations by an asterisk and the possible consequences of not providing these informations.

4. PROCESSING OF SPECIAL CATEGORIES OF PERSONAL DATA

As a principle, we do not collect special categories of personal data (personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation).

However, such data may be collected for compliance with regulatory requirements (management of disabled staff for example) or in accordance with local regulations.

5. TECHNIQUE OF PROCESSING

The collection can be done in two ways:

- Direct collection of your data, when you communicate directly to us, either spontaneously or by responding to a job offer;
- Indirect collection of your data, via the intervention of an external company specialised in recruitment.

6. PURPOSES OF PROCESSING

We only use and process your data for the purposes of the selection and recruitment process, namely :

- Administration and processing of your data;
- Receiving, recording and filing of CVs and cover letters;
- Analysis of applications, assessment of candidates and suitability for the post;
- Management of the recruitment process;
- Conducting a background check on you;
- Responding to your application and contacting you to arrange one or more interviews;
- Preparing an employment / internship contract if your application is selected;
- Fulfilment of mandatory legal formalities;
- Completing the administrative file of the selected candidates;
- Management of the candidate pool.

7. LEGAL BASES OF PROCESSING

The processing of your personal data in the context of the recruitment process is carried out as a prerequisite to the performance of the contract and in order to comply with legal obligations.

8. ACCESS TO PERSONAL DATA

We ensure that access to your data is restricted to those involved in the recruitment process, including managers of departments interested in your application and members of the human resources department.

Occasionally, our IT department may have access to your personal data during maintenance and servicing of our IT system.

The recipients of your personal data as well as the IT department are subject to an obligation of confidentiality.

Your personal data may be communicated to specialised recruitment companies with which we collaborate.

9. TRANSFER OF PERSONAL DATA

As a principle, data are processed locally by the Group company that receives it.

As SCOR Group is an international group, the information you send to us may be transferred to various Group companies around the world in compliance with the requirements on data transfers from one country to another.

10. RETENTION PERIOD

When at the end of the recruitment process, an application is accepted, it is retained under the conditions and for the duration defined in the SCOR Group's Storage and Retention Policy.

On the contrary, if the application is not accepted, it is immediately deleted. Nevertheless, SCOR reserves the right, for certain profiles, to retain them for future opportunities and for which the data may be retained for a maximum of two years from the last interaction, unless the concerned candidate objects or local regulations require a retention period of less than two years.

11. YOUR RIGHTS

The collection of your personal data does not mean that you are deprived of it.

As a candidate whose data are processed, you have the following rights:

- **Right of access and copy** : the candidate has the right to obtain from SCOR confirmation as to whether or not his/her personal data are being processed and, when they are, to have access to them. The candidate may obtain from SCOR information on the purpose of the processing, the categories of data concerned and the recipients or categories of recipients.

The candidate also has the right to obtain a copy of the personal data being processed. For any request of an additional copy, SCOR may require the candidate to bear the financial burden of this cost. If the request is made electronically, the information provided shall be in a commonly used electronic form, unless otherwise requested.

- **Right to rectification** : the candidate may obtain from SCOR, as soon as possible, the rectification of inaccurate or incomplete data.

- **Right to erasure** : the candidate also has the right to obtain the erasure of its personal data as soon as possible, in particular when the data are no longer necessary for the purposes for which they were collected or processed.
- **Right to restriction of processing** : the candidate has a right to restriction of processing, in particular when he or she disputes the accuracy of his or her personal data. The restriction of processing is then valid for the time that SCOR verifies the accuracy of the data. The candidate may also obtain from SCOR the restriction of the processing if we no longer need the data for the purpose of processing.
- **Right to lodge a complaint with the supervisory authority** : the candidate may lodge a complaint with the competent authority if he or she considers that the processing of his or her personal data constitutes a breach of the applicable regulations on personal data.

12. EXERCISE OF YOUR RIGHTS

If you wish to exercise any of your rights, please contact us at : privacy@scor.com

13. SECURITY AND PROTECTION OF YOUR PERSONAL DATA

We set out and implement security measures to prevent the destruction, loss, alteration or unauthorised disclosure of your data.

The IT systems and printed materials used are managed and protected in order to ensure the security and confidentiality of your data.

14. UPDATES OF THE POLICY

We may update the structure and the content of this policy.

15. GENERAL PROVISIONS

If you need further information about personal data, you may contact us at : privacy@scor.com