

Personal data policy

As the person responsible for processing your personal data, CFAO undertakes to ensure that the collection and processing of your personal data complies with the "General Regulation on the Protection of Personal Data" (GDPR) and with the amended "Data Protection Act" ("Loi Informatique et Libertés").

This present policy describes how your data is used by CFAO when you browse our site.

What do the following terms mean?

- Personal data: means any information relating to a living, identified or identifiable natural person.
- Who is concerned? Any person having access to and/or using the site.
- Processing: refers to any operation on data (collection, recording, transmission, use, deletion).
- Data controller: refers to the natural or legal person who determines the means and the purpose of a processing operation, i.e., the person who has the power to decide what the processing operation will do and how it will be carried out.
- CFAO: refers to the data controller and any affiliated entity of CFAO.

Website: <https://cfaogroup.com/>

How do we collect your data?

CFAO collects your personal data when:

- you browse the site,
- during your requests made on the website via the contact form,
- you apply for a job.

What data do we collect?

As a user of the website, we may collect the following data:

- connection data: browsing history (cookies)
- identification data: surname, first name, e-mail address, telephone number, postal address
- application data: cover letter, CV, diploma, certificate

What are the purposes of the processing of your personal data?

We process your personal data for the purposes set out in the table below

PURPOSES OF THE PROCESSING	LEGAL BASIS	RETENTION PERIOD
Our interactions		
Customer service management: to process and respond to your enquiries made through the contact form	Legitimate interest (article 6.1f of the GDPR)	3 years from the last contact
Respond to your requests to enforce data protection rights	Legal obligation (article 6.1c GDPR)	1 year from the closure of the request
Management of applications: to analyse and review applications	Legitimate interest (article 6.1f of the GDPR)	24 months from the last contact
Cookies		
Cookie management	Consent (Article 6.1a GDPR)	Refer to our cookie policy

Subcontractors may be involved in CFAO's processing of personal data. We undertake to ensure that these subcontractors also comply with the requirements relating to the GDPR.

How long do you keep your personal data?

CFAO keeps your personal data throughout the duration of your employment contract with the company. At the end of the contract or when the contract is terminated, CFAO undertakes to anonymise and/or destroy your personal data in a secure manner.

What are the security measures applicable to your personal data?

CFAO takes appropriate technical and organisational measures daily to protect your personal data against unlawful or accidental destruction, accidental loss or alteration, disclosure, or unauthorised access.

What are the conditions for transferring your personal data?

If your personal data is processed outside the European Economic Area (EEA), CFAO undertakes to do everything in its power to ensure that these data transfers have a level of guarantees and security adequate to the GDPR.

What are your rights?

CFAO wants to make sure that you are fully aware of all your rights about data protection. You have the following rights about your personal data:

- **The right of access:** you have the right to request copies of your personal data.
- **The right of rectification:** you have the right to correct any information that you consider inaccurate and/or to complete information that you consider incomplete.
- **The right to erasure:** you have the right to request the erasure of your data, under certain conditions.
- **The right to data portability:** you have the right to order the transfer of your collected data to another organisation, under certain conditions.

If you wish to exercise any of these rights, please contact the GDPR manager within CFAO at the following email address: **respectRGPD@CFAO.com**

Or by post at the following address: CFAO, **59 rue Yves Kermen 92100 Boulogne Billancourt - France**. To the attention of: Compliance and GDPR Director.

Note: proof of identity must be attached to your request so that we can identify you.