



Donnons vie au progrès

PERSONAL DATA POLICY

MOBYCLIC: GROUP MOBILITY TOOL

27/06/2024

Dear employees and candidates,

We are pleased to present our personal data policy relating to the personal information that we may process in the context of your use of the Mobyctic intranet and your applications via this tool.

This policy is presented in a question-and-answer form.

It provides a concise description of what personal data we hold about you and how we use it.

It also summarises your specific rights as regards personal data and explains how to exercise them.



YOUR QUESTIONS – YOUR RIGHTS

1. Who is the controller of my personal data ?.....	3
2. Why do you need this personal data ?.....	3
3. What is the legal basis for using my personal data ?.....	3
4. How did you obtain my personal data ?	3
5. What categories of personal data about me do you collect ?	3
6. Do you use a service provider (sub-contractor) to process my data ?	4
7. Do you pass on my personal data to other people ?	4
8. Do you hold any sensitive data about me ?	4
9. Do you transfer my personal data outside the European Union ?	4
10. Where is my personal data stored ?	4
11. How long do you keep my personal data ?	5
12. Will my personal data be used for automated decisions-making or profiling ?	5
13. What are my rights regarding my personal data ?	5
14. What will happen if I object to the processing of my personal data or withdraw my consent ?	6
15. How do I exercise my rights and who should I contact ?	6



1. Who is the controller of my personal data ?

- **Mobyctic Technical Administration:**

The Mobyctic platform is offered and administered by the company:

Bouygues

32 avenue Hoche

75008 Paris, France

RCS Paris 572 015 246

Email address: rgpd@bouygues.com

- **Processing of applications:**

Applications sent via the Mobyctic tool are sent to the recruitment managers, indicated in the advertisement, and are processed by the Bouygues group entity concerned and only by it.

2. Why do you need this personal data ?

We use your personal data to:

- To allow you to apply for offers offered by the Bouygues Group entities that interest you;
- To identify you (user account opening) and to manage your Mobyctic user account;
- To offer you the services of this platform, namely the creation of personalized email alerts according to your business project.

3. What is the legal basis for using my personal data ?

We use your personal data on the basis of pre-contractual measures. Thus, we use the personal data that you have communicated via the platform on the basis of your acceptance of this personal data policy.

4. How did you obtain my personal data ?

The personal data we process about you are:

- Information that you have communicated to us in the context of the creation or modification of your user account (email address, registered CVs, etc.);
- Those contained in your applications (CVs, cover letter, etc.);
- Technical data corresponding to your computer use of the Mobyctic service (cookies).

5. What categories of personal data about me do you collect ?

We process the following categories of personal data:

- Email address;



- Name of the company you work for;
- Data contained in your CVs and/or attachments to your applications;
- Cookies (session authenticator, audience measurement cookies).

6. Do you use a service provider (sub-contractor) to process my data ?

Yes, Talentsoft, the publisher of the IT tool, may have access to your personal data as part of its maintenance missions.

7. Do you pass on my personal data to other people ?

Yes, we automatically forward your applications to the hiring managers listed in the advertisement. Your applications are processed by the Bouygues group entity concerned and only by it.

We only disclose data that is necessary for these individuals in the context described above.

NB: We never sell your personal data to anyone.

8. Do you hold any sensitive data¹ about me ?

Principle : No, we do not collect sensitive personal data about you.

Exception : Recruiters of the entities concerned by your applications may be required to process sensitive data if you have voluntarily included it in your applications.

9. Do you transfer my personal data outside the European Union ²?

Principle: We do not transfer your data outside the European Union.

Exception: We may transfer your personal data outside the European Union in very specific cases if you apply for an offer located outside the European Union. In this case, your application will be forwarded to the recruiter and the future manager who may be located on site. This recruiter is not necessarily located in a country of the European Union or a country considered adequate by the European Union in terms of the security of personal data. Any such transfer is therefore likely to entail higher risks for your rights and freedoms as well as for the security of your data³.

10. Where is my personal data stored ?

Your personal data is stored in the European Union (in France).

¹ Sensitive or special data are:

- Personal data relating to racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, genetic personal data, biometric data for the purpose of uniquely identifying a natural person, personal data concerning health or personal data relating to a natural person's sex life or sexual orientation; and
- Personal data relating to criminal convictions and offences.

² As of 07.03.2018, the **countries of the European Union** are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Netherlands, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

³ As of 31 August 2018, only the following countries are considered to be compliant: Andorra, Argentina, Guernsey, Isle of Man, Faroe Islands, Israel, Jersey, New Zealand, Switzerland, Uruguay; The following countries are considered to be partially compliant: Canada, United States.



11. How long do you keep my personal data ?

We keep your data for the duration(s) detailed below:

- Data related to your user account:
We retain your data until you request that your account be deleted; inactive accounts⁴ are deleted annually.
- CVs and cover letters that you have registered in your account:
We keep your data until you delete this data through your account or until your account is deleted.
- Applications made via Mobyctic:
The application history (and the personal data contained therein) made via Mobyctic is automatically deleted 12 months from the date of application.
- Mobyctic platform - cookies : duration of validity of the cookie.

12. Will my personal data be used for automated decisions-making or profiling⁵ ?

No.

13. What are my rights regarding my personal data ?

As a natural person, you have the following rights:

1. Right of access

This means that you can ask us directly:

- If we hold personal information about you; and
- That you be provided with all of this personal data.

This right of access allows you to check the accuracy of the data and, if necessary, to ask us to rectify or delete it, if it is inaccurate or outdated.

2. Right to modification

You can ask us to rectify inaccurate information about you. This right allows you to prevent us from disseminating or processing incorrect information about you.

3. Right to erasure

4. Right to object to the processing of your data

You may object, for legitimate reasons, to the dissemination, transmission or storage of your data.

5. Right to restrict the processing of your data

⁴ An account is inactive if the account is not logged in for a period of 12 months.

⁵ Profiling concerns: any form of automated processing of personal data consisting of the use of such personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict elements concerning work performance, economic situation, health, personal preferences, interests, reliability, behaviour, the location or movements of this natural person.



This right allows you to request that only the data necessary for the data controller be processed.

6. Right to data portability

You have the option to retrieve part of your data in an open, machine-readable format (electronic format). Your data can thus be stored or transmitted easily from one information system to another, with a view to its reuse.

7. Right not to be subject to automated decision-making

The right not to be subject to a decision based solely on automated processing includes profiling and generally any processing that produces legal effects concerning you or similarly significantly affects you.

However, your right does not apply if the decision taken as a result of the automated decision:

- Is necessary for the conclusion or performance of a contract between you and a controller,
- Is authorised by European Union or French law and which also provides for appropriate measures to safeguard your rights and freedoms and your legitimate interests,
- Is based on your explicit consent.

8. Right to withdraw your consent to the processing of your data at any time (if your data is processed on the basis of your consent)

9. Post-mortem rights

You have the option of setting guidelines for the fate of your personal data after your death.

NB: These rights are not absolute. You may exercise them within the legal framework provided for and within the limits of these rights. In some cases, we will not be able to respond favourably to your request (legal obligation, compliance with our commitments to you, etc.). If this is the case, we will communicate the reason(s) for this refusal.

For more information on your rights, visit the CNIL website: <https://www.cnil.fr/fr/comprendre-vos-droits>

14. What will happen if I object to the processing of my personal data or withdraw my consent ?

If you request the deletion of the information concerning you contained in the Mobyctic tool (data necessary to identify your user account), you will no longer be able to use the Mobyctic tool to apply for offers from Bouygues group companies via this tool.

Via the Mobyctic tool, you can, at any time:

- Delete your user account;
- Edit or delete resumes and/or other documents that you have saved in your user account.

You must attach a CV to apply via the Mobyctic tool.

NB: In some very limited cases, it is possible that we may not be able to respond favourably to your request (legal obligation, etc.). In such a case, we will communicate the reason(s) for this refusal.

15. How do I exercise my rights and who should I contact ?

To exercise your rights regarding your Mobyctic user account and the personal data contained in your account, please contact:



Bouygues

To the attention of the Legal Department

32 avenue Hoche

75008 Paris, France

RCS Paris 572 015 246

Email address: rgpd@bouygues.com

To exercise your rights regarding the processing of your personal data by the entity to which you have applied, please contact the HR department responsible for the entity to which you have submitted an application or the *Data Protection Officer* of the Business in question (if the Business has appointed one).

In case of difficulties, you can also file a complaint with the competent supervisory authorities.

In France, the competent authority is the CNIL (<https://www.cnil.fr/fr/agir>).