

Privacy Policy

(Document produced by the HR Department under the supervision of the Delpharm DPO)

The privacy policy described below aims to establish the clear steps and standards put in place at Delpharm for the collection, evaluation and use of candidate data as part of a recruitment procedure. This policy is drawn up in compliance with personal data protection regulations, in particular the General Data Protection Regulation (GDPR), in order to guarantee the confidentiality, security and integrity of candidates' personal data.

Table des matières

I.	Objectives.....	2
II.	Scope	2
III.	Guiding principles.....	2
	Data collection	2
	Types of treatment	2
	Principles of legitimate, transparent and limited processing	3
	Safety principle	3
	Shelf life	3
	Express consent required	3
	Rights of access, rectification, deletion, portability, opposition or limitation	3
	Other principles	3
IV.	CV Processing Policy	3
	Receipt of CVs	3
	CV analysis and profiling techniques	4
	First Selection	4
	In-depth Analysis	4
	Job Interview	4
	Final selection	4
	Communication to candidates	4
V.	Cookie Usage	4
VI.	Conclusion	4

I. Objectives

The objective of this policy is to present a transparent, efficient and fair process for handling CVs, which will enable Delpharm to identify and select candidates who are the best possible match for the job opportunities on offer.

The specific objectives are above all:

- To ensure compliance with current regulations concerning the protection of candidates' personal data ("RGPD" in Europe, Canada's Private Sector Privacy Act, hereinafter referred to alternatively or collectively as the "Applicable Data Protection Regulations").
- To guarantee the confidentiality and security of candidates' personal information
- To establish clear criteria for evaluating candidates

II. Scope

This policy applies to all employees involved in the recruitment process. It also applies to all candidates who submit their CVs for opportunities within Delpharm.

Finally, it also applies to those who submit spontaneous applications for future opportunities.

III. Guiding principles

CVs are processed in compliance with applicable data protection regulations. For this reason, Delpharm has implemented a certain number of rules in line with the principles set out in the aforementioned regulations.

In addition to Delpharm's CV data privacy policy, Hellowork, the solution provider, and OVH, the hosting provider, have their own data privacy policies governing the use of the platform.

Data collection

DELPHARM collects the following personal data:

- Identification data (surname, first name, email address, telephone number, postal address, etc.),
- Career data (CV, training, professional experience, skills, etc.),
- Data related to training;
- Data related to the assessment of the candidate's skills and competencies (results of knowledge tests, logic tests, etc., if applicable).

If you fail to provide the required information, your application will not be processed.

Types of treatment

DELPHARM may carry out various types of data processing, such as:

- CV library
- Creation of application files
- Creation of candidate profiles, interview reports
- Management of data collected during the recruitment process for HR management purposes, etc.

In all cases, the process carried out by DELPHARM must be lawful, fair and transparent.

Principles of legitimate, transparent and limited processing

CVs received are strictly used for the purposes of the recruitment process, including evaluating applications, communicating with candidates and making hiring decisions. Information is not used for any other purpose without the candidate's explicit consent.

Safety principle

CVs are stored securely on systems protected against unauthorized access. We take appropriate measures to guarantee the security and confidentiality of candidates' personal data. The access is secure by a password subject to our password policy (for example, this policy requires a password to be 15 characters long and to be changed every 90 days).

Data will be processed by DELPHARM HR teams, our service provider HELLOWORK SAS or authorized subcontractors, all of whom are bound by confidentiality obligations and agreement.

Shelf life

Your personal data will be kept for the duration of the application process and will be archived for 24 months.

If you are recruited by Delpharm, the data will be kept for the duration of the contractual relationship, and then until expiry of the statutory limitation and retention periods.

Express consent required

Delpharm may only share candidates' CVs with third parties if it has first obtained their express consent. Personal data may nevertheless be communicated without the express consent of candidates in cases required by law (in particular to competent authorities to whom Delpharm is obliged to communicate data in the context of a judicial or administrative request).

Rights of access, rectification, deletion, portability, opposition or limitation

Candidates may at any time access their personal data, ask for it to be rectified or deleted, request their portability, object to their processing or limit their processing.

Candidates may assert their rights at any time by sending an e-mail to the following address GDPR.info@Delpharm.com.

Other principles

Delpharm is committed to ensuring that candidates' personal data is treated confidentially and is only accessible to authorized persons involved in the recruitment process.

In addition, Delpharm is committed to ensure that all candidates are assessed fairly and impartially, according to the criteria defined in the job advertisement. Delpharm's policy for handling CVs is as follows.

IV. CV Processing Policy

Receipt of CVs

CVs are received by HR departments through a variety of channels: job boards, spontaneous applications via email, employee recommendations and more...

CVs are then stored in a secure database.

CV analysis and profiling techniques

To make your search and application easier, DELPHARM uses a technology that analyzes the information contained in your CV. This is the drag-and-drop CV download module on the home page. This feature enables us to assist you in your search: when you agree to share your CV, the application cross-references the information it contains with the criteria of our job offers. The match is established on the basis of the job, declared skills, experience and distance from your place of residence entered in your CV. This solution enables us to store your data in a structured format, so you don't have to enter it into our recruitment form. The profile formed by the scanned data from your CV is kept for the same length of time and for the same purposes as your CV.

First Selection

A first selection is then made, for example, of those who correspond to the basic criteria defined into the open position(s).

Criteria may include required qualifications and professional experience.

In-depth Analysis

The CVs then go through a more in-depth analysis carried out by recruiters and/or hiring managers.

This analysis involves a detailed assessment of skills, professional experience and relevant information to the position to be filled.

Job Interview

Successful candidates are then contacted for an interview.

Interviews can be conducted face-to-face or by videoconference using our standard TEAMS tool, depending on availability.

Final selection

After the interviews, a decision is made regarding the candidates who best meet the criteria for the position to be filled as well as the company's culture.

Communication to candidates

All applicants, whether successful or not, are informed of the final decision. Successful candidates receive a formal offer, followed by an employment contract where applicable.

V. Cookie Usage

The site uses "cookies" and other similar tracking technologies (such as web beacons, tags and scripts) for unique identification of your browser and to collect information about how you interact with websites and services. The cookies used on the site are analytical cookies, necessary for audience measurement: they enable us to track usage, traffic and usage volumes, as well as site performance. These cookies make it possible to improve the interest, ergonomics and operation of the services offered to Internet users.

VI. Conclusion

The CV processing policy is part of a transparent, fair and secure recruitment process, in compliance with applicable regulations regarding personal data. CVs are collected and processed confidentially and limited to very strict use. The criteria for evaluating applications are objective and based on the specific needs described in job offers. Applicants are informed in a transparent manner about the

collection and use of their personal data, and are informed of their rights by writing to the dedicated address GDPR.info@Delpharm.com

Finally, all employees involved in recruitment have been made aware of this policy and are required to respect it.