

Canadian Privacy Notice – Candidates

Last Updated: March 29, 2023

This Canadian Privacy Notice for Candidates (“**Canada Notice**”) applies to the collection, use and disclosure of Personal Information (as defined below), by Société Générale Canada branches (“**SG Canada**”), about individuals who have applied for a position with SG Canada through www.careers.societegenerale.com (the “**Recruitment site**”), as part of the assessment of your application for positions offered by SG Canada. The Recruitment Site is operated by our parent company, Société Générale, a *société anonyme* organized under the laws of France and registered with the Paris Trade and Companies Register. Please note this Canada Notice supplements, and should be read together with, the [Société Générale Personal Data Protection Policy Candidates for Recruitment policy](#).

TYPES OF PERSONAL INFORMATION WE COLLECT AND HOW WE COLLECT IT

To support recruiting, we collect information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular individual (“**Personal Information**”). We take reasonable steps to ensure that the Personal Information we collect is limited to what is necessary for the purposes set out in this Canada Notice. We generally collect Personal Information in the following circumstances or otherwise with your consent:

Via the Recruitment site

SG Canada may have access to all information collected through the Recruitment Site that is relevant to the position for which you are applying with SG Canada.

During consideration of your application

We may need to process various types of Personal Information to consider your job application with SG Canada, including:

- Identifiers (e.g., first name, last name, and contact details);
- Background information (e.g., Personal Information included in your CV);
- Professional or employment-related information: (e.g., education, diplomas, career, skills, and qualifications);
- Declarative Data (e.g., information provided during recruitment interviews by you or third-party sources if they are relevant to the processing of your application);

- Information that is deemed “sensitive” such as government identifiers, race and ethnic origin that you voluntarily provided to us or if we are required to collect this information due to legal, regulatory or contractual requirements;
- Information from your responses to the different tools used during the recruitment process (e.g., personality tests or inventories);
- Data collected using innovative solutions (for example, video interviews to shortlisted candidates);
- Technical data (e.g., login data used by you to access our Recruitment site);
- Data relating to your profile on our Recruitment site (e.g., your username and password);
- Data from video surveillance devices and devices used to record electronic communications, in accordance with applicable rules (e.g., security surveillance cameras on our premises);
- Data made public at your initiative (e.g., profiles from professional social networks); and
- Information needed to finalize your employment contract (e.g., a copy of your national identity card, a copy of your diplomas, a copy of your social security card, etc.);
- Information necessary for the declaration of your employment dedicated to public and social administrations;
- Information necessary to comply with legal, regulatory or compliance obligations to which we may be subject to; and
- Inferences derived from the above information.

Accuracy of your Personal Information

It is your responsibility to ensure the accuracy, completeness and updating of the Personal Information you send us. The transmission of any inaccurate, false, or incomplete information may disqualify you from a position. We invite you to inform us in the event of any changes to the Personal Information you provided to us.

HOW WE USE YOUR PERSONAL INFORMATION

We only use your Personal Information for the following lawful recruitment purposes or otherwise with your consent:

Personal Information Collected as part of the Review Process for your Application

The information is used for purposes related to the management of your candidate account and the processing of your application, including:

- contacting you by phone or email in addition to reviewing your CV;
- the organization of tests and possible interviews if your application holds our interest;
- sending job alerts, the provision of innovative solutions;
- contacting us in the event of future employment opportunities other than the specific position for which you contacted us, unless you have indicated that you no longer wish to receive such communications;
- the management of your requests for information;
- the monitoring of diversity and non-discrimination;
- the management and organization of compliance with the Group's legal, regulatory, contractual or compliance obligations; and
- the management of any appeals or complaints.

Personal Information Collected during the Hiring Process

The information is used for the establishment of your employment contract, the preparation of your arrival at our premises and to comply with our legal, regulatory and compliance obligations or commitments subscribed by SG Canada.

HOW WE SHARE YOUR PERSONAL INFORMATION

We take reasonable steps to ensure that only authorized persons have access to your Personal Information. We may need to disclose your Personal Information to our affiliates, service providers, government entities, regulatory authorities and other third parties in the following circumstances or otherwise with your consent:

- **For the performance of a service contract:** Where necessary, we may share your Personal Information with some service providers who assist us in our recruitment operations, such as recruitment firms.
- **Fraud prevention:** We disclose Personal Information to third parties where appropriate to protect against fraud, or verify or enforce our terms of use, our other rights or other applicable policies.
- **Corporate transactions:** We may also disclose your Personal Information in connection with a corporate change including a merger, acquisition or sale of all or any relevant portion of our business or assets, in compliance with applicable laws.

- **To comply with laws, regulations, or binding court orders:** We disclose Personal Information about you as required or permitted by law. This includes disclosing Personal Information with regulatory and law enforcement officials, or as necessary to comply with legal requirements, binding court orders or requests from regulatory authorities, exchanges or clearing houses.

When sharing your Personal Information with a third party, we take reasonable steps to ensure that the transfers are necessary and are carried out within the limit of the purposes mentioned above, while providing all the appropriate data protection safeguards.

CROSS-BORDER TRANSFERS OF PERSONAL INFORMATION

We may process or share Personal Information in any country where the SG Group or its service providers operate, as permitted by applicable laws. As a result, your Personal Information may be subject to the laws of the jurisdictions in which the entities to which it will be disclosed are located and may be made available to the courts and law enforcement authorities of those jurisdictions.

DATA RETENTION

We retain your Personal Information for as long as reasonably necessary to complete the recruitment process and fulfill the purposes described in this Canada Notice, unless a specific retention period is required by law.

Unless you request otherwise, your Personal Information will be kept to study the possibility of offering you other positions that may correspond to your profile for a maximum of two (2) years from your last contact with us (e.g., your last log-in to your Candidate Space on the website careers.societegenerale.com).

HOW WE ENSURE THE SECURITY AND CONFIDENTIALITY OF YOUR PERSONAL INFORMATION

We take all appropriate security measures to ensure the security and confidentiality of your Personal Information, with a view to safeguard your information from any loss, accidental destruction, alteration or unauthorized access, use or disclosure. Security is essential to our activities.

YOUR PRIVACY RIGHTS

You have the right to request access to the Personal Information we hold about you and to request its correction if it is inaccurate, incomplete, or equivocal. Upon request, we will provide you with access to your personal information within a reasonable timeframe, in compliance with applicable laws. You can access and update your Personal Information, at any time within 12 months after your last log-in, by accessing your Candidate Space on our website careers.societegenerale.com. Otherwise, you may make your request by writing to our privacy team, which includes our Chief Privacy Officer by emailing AMER-DPO-INFO@sgcib.com.

You also have the right to withdraw your consent to certain purposes identified in this Canada Notice by contacting us at the address indicated above. If you refuse or withdraw your consent to certain purposes, we may not be able to process your application, to establish or maintain a relationship with you or to provide you with the information you requested.

CHANGES TO THIS NOTICE

We may change this Canada Notice from time to time. When we do, we will let you know by appropriate means such as by posting the revised text on this page with a new “Last Updated” date. All changes will become effective when posted unless indicated otherwise. We encourage you to regularly check this page to review any changes we might make.

CONTACT US

If you have any comments, questions or concerns about any of the information in this Canada Notice, or any other issues relating to our use of your Personal Information under this Canada Notice, please contact our privacy team, which includes our Chief Privacy Officer by emailing AMER-DPO-INFO@sgcib.com.