

DATA PROTECTION - PRIVACY POLICY

The purpose of this policy is to outline how data about you (hereinafter the "**Personal Data**") is collected, processed and stored by the Société d'Architecture Alain-Charles Perrot & Florent Richard ("**Perrot & Richard**"), 60 rue Saint-Andre-des-Arts, 75006 Paris, in its capacity as controller.

Protecting the security and privacy of your personal information is important to Perrot & Richard and to the way we conduct our business in compliance with applicable laws and regulations, including Law No. 78-17 of January 6, 1978 relating to computers, files and freedoms (hereinafter "**Data Protection Act**"), and Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and the free movement of such data (hereinafter '**the Regulation**').

1. DATA COLLECTED AND FINALITIES

Perrot & Richard may collect your Personal Data when you contact Perrot & Richard, by phone, post or email, as part of an application, or a request for information.

Your Personal Data may also be collected during events, conferences, etc.

Your Personal Data will be processed by Perrot & Richard, as appropriate:

- To process, evaluate and respond to your application and arrange interviews, based on the legitimate interest of Perrot & Richard to organize its recruitment process,
- To respond to your requests, and, if necessary, enter into a contractual relationship with you.

2. RECIPIENTS OF YOUR PERSONAL DATA

For the purposes of the treatments described above, your Personal Data may in certain cases be communicated to the following recipients: our service providers and subcontractors, including IT, as well as our external consultants, accountants and lawyers.

3. CONSERVATION OF DATA

Your Personal Data is kept by Perrot & Richard for the duration of the treatment namely:

- If you are a candidate: your Personal Data will be deleted immediately if your application is not successful. Nevertheless, Perrot & Richard reserves the right to keep your CV for a period of 2 years maximum in case your profile would have retained its interest, to contact you in the context of future offers.
- If you are a customer or a supplier, your Personal Data will be kept for the duration of the contractual relationship, and archived for the applicable limitation periods.
- If you are a prospect, your Personal Data will be kept for a maximum of 3 years from your last contact.

4. EXERCISE YOUR RIGHTS

Under the conditions of the regulations, you can assert, at any time, the rights detailed below:

1. **Right of access:** you can obtain information on the nature, origin and use of the Personal Data that concerns you. In the case of transmission of your Personal Data to third parties, you may also obtain information regarding the identity or categories of the recipients;
2. **Right of rectification:** you can request that inaccurate or incomplete Personal Data be rectified or completed;
3. **Right to destroy:** you can ask for the erasure of your Personal Data, especially if the Personal Data are no longer necessary for the treatments performed. Perrot & Richard will proceed to the deletion of Personal Data as soon as possible, except in the cases provided by the regulations;
4. **Right to the limitation of the treatment:** you can ask that your Personal Data be made temporarily inaccessible in order to limit their future treatment in the situations envisaged by the Regulation;
5. **Right of opposition:** you can object to certain treatments of your Personal Data for reasons related to your particular situation unless there are legitimate and compelling reasons for the treatment that prevails over your interests, rights and freedoms or for the finding, the exercise or defense of rights in court;
6. **Right to portability:** in applicable cases, you may request to receive Personal Data that you have provided to Perrot & Richard, in a structured and commonly used computer format.
7. **Right to communicate instructions regarding the fate of your Personal Data in the event of death.**

You can exercise these rights by writing to contact@perrot-richard.com

You can also address a complaint to the Commission Nationale Informatique et Libertés (CNIL), whose registered office is located at 3 Place de Fontenoy - 75007 Paris, in case you consider that a Personal Data processing does not respect the applicable regulations.