

## APPENDIX 1 – Description of Candidate Personal Data Processing by Ciel & Terre

Purpose of Processing	Categories of Personal Data	Recipient (including transfers outside the EU)	Retention Period	Legal Basis
<b>Management of the recruitment process</b>	Identity, personal contact details, information relating to the candidate's knowledge/skills and personality relevant to the proposed position, LinkedIn profile	Authorized Ciel & Terre staff, recruitment agencies, application management tools, IT provider hosting SharePoint	Duration of the recruitment process	Performance of the contract (pre-contractual measures)
<b>Management of test sessions to assess candidates' skills/knowledge and personality</b>	Identity, personal contact details, information relating to the evaluation of the candidate's knowledge/skills and personality relevant to the proposed position	Authorized Ciel & Terre staff, recruitment agencies, testing providers, IT provider hosting SharePoint	Duration of the recruitment process	Ciel & Terre's legitimate interest in assessing the knowledge and skills of future employees
<b>Retention of CVs and cover letters for future opportunities</b>	Identity, personal contact details, information relating to the candidate's knowledge/skills and personality relevant to the proposed position, LinkedIn profile	Authorized Ciel & Terre staff, IT provider hosting SharePoint	2 years from the end of the recruitment process or receipt of unsolicited applications	Ciel & Terre's legitimate interest in recontacting candidates for future opportunities
<b>Management of pre-litigation and litigation</b>	All personal data necessary for the dispute concerned – this data may include sensitive data and offense-related data	Authorized Ciel & Terre staff, lawyers and legal representatives, IT provider hosting SharePoint	Pre-litigation: until the final resolution of the dispute. Litigation: until all avenues of appeal have been exhausted	Ciel & Terre's legitimate interest in exercising its legal rights
<b>Handling of requests regarding your personal data</b>	All personal data necessary (i) to identify the individual making the request and (ii) to respond to the request – this data may include sensitive data and offense-related data	Authorized Ciel & Terre staff, external advisors, IT provider hosting SharePoint	Until all avenues of appeal have been exhausted	Compliance with a legal obligation to which we are subject