

INFORMING STAFF OF THE RIGHTS OF DATA SUBJECTS WITH REGARD TO DATA PROTECTION

Personal data provided by members of staff (the term "members of staff" includes former members of staff, members of staff on temporary contracts, trainees and managers), such as curriculum vitae, emergency contacts and personal data created as a result of employment (e.g. salary data, information on sick leave, maternity leave, other leave) must be processed in the context of your work.

General data processing in the context of the employment relationship

Personal data relating to members of staff is processed for the payment of salaries and other remuneration and in order to comply with registration, information and declaration obligations, insofar as this is required by legislation, collective law rules or employment contract obligations. This applies to automatically created and archived text documents (such as correspondence). Without this data, the employer cannot conclude or execute the employment contract. The same principle also applies to all voluntary social benefits provided by the employer, as well as to external offers of study and further training. Sur le fondement des dispositions réglementaires et/ou d'autres accords contractuels, ces données sont également transférées aux organismes suivants :

- Payroll management (internal and external),
- Social insurance bodies (including company health insurance funds),
- Tax authorities,
- Public employment service,
- Occupational health and safety control authorities,
- Chambers provided for by law,
- Occupational medicine,
- The employer's customers and stakeholders,
- Training providers,
- Legal and economic advisors,
- Courts and judges,
- Creditors of the person concerned and other parties involved in related legal proceedings, including in the case of voluntary assignment of wages for claims due,
- Banks involved in payments to the data subject or third parties,
- Co insured,
- Pension funds,
- Travel agencies, hotels, airlines, taxi services, rail operators, car rental companies.



Processing of special categories of personal data

Certain data processed in connection with work may be considered special categories of personal data, insofar as they reveal information in the following areas:

- a) The employee's state of health (absence due to illness, pregnancy, accident or compulsory employment), fitness to carry out particular tasks (as a result of regular preventive visits initiated by the employer or yourself),
- b) Provisions relating to the social security number (N.I.R.)

The special categories of personal data concerning the state of health which are processed by the occupational physician during the regular preventive visits provided for by national health, hygiene and safety legislation are processed on the company's premises directly by the occupational physician who is the data controller. The occupational physician only provides the employer with an assessment of whether employees are fit for particular tasks following these visits.

Data processing for security and system management purposes

In accordance with applicable data security legislation, personal data relating to staff members is processed as part of the management and security of our IT systems, such as managing user IDs, allocating hardware and software to system users and ensuring the security of the system itself. This includes automatically created and archived text documents (such as correspondence). Without this data processing, it is impossible to ensure the secure operation of the systems and therefore employment within our company.

Disclosure of contact details and professional photographs on the intranet and communication systems

Staff members' business contact details, including their photograph, are disclosed on the intranet and communication systems of our group of companies so that colleagues can contact them. This disclosure is made in the legitimate interest of the smooth running of the business. If staff members do not agree for legitimate reasons, they are entitled to object to this processing.

Disclosure of contact details and professional photographs on company websites for contact and communication purposes

In order to enable our customers and suppliers to contact us, the professional contact details of members of staff, as well as photos and videos that may be taken on our company premises, are disclosed on the Internet. This disclosure is made in the legitimate interest of the smooth running of the company and for communication purposes. If members of staff do not agree for legitimate reasons, they are entitled to object to this processing.



Data processing in the event of a professional dispute

If a dispute arises during or after the end of the employment relationship, personal data necessary for the proper conduct of legal proceedings may be disclosed to representatives, counsel, courts and judges.

Processing of data voluntarily provided by members of staff – consent

Emergency contacts are provided by members of staff on a voluntary basis and this data is processed with their consent.

Disclosure of a staff member's photograph on our group of companies' intranet or communication systems or websites is done with their consent if they voluntarily consent to such disclosure.

All consents may be revoked independently of each other at any time. Following a revocation of consent, we will cease to process the data concerned from that moment onwards for the purposes mentioned above and the person concerned will no longer be able to benefit from the corresponding rights, advantages, etc. To revoke their consent, members of staff can contact their company's data protection contact: see the list of data protection contact details.

For helpdesk services, cloud computing services, recruitment and human resources management services, a great deal of personal data concerning staff members is disclosed to subcontractors.

Data processing outside the European Union or the European Economic Area

Some of the personal data relating to staff members is processed outside the EU and the EEA, in particular in the USA and Canada. The appropriate level of data protection results from :

- of an adequacy decision by the European Commission under Article 45 of the RGPD (Canada),
- internal data protection rules binding the parties in accordance with Article 47 and Article 46, paragraph 2, subparagraph b of the RGPD (United States), and adequate safeguards in accordance with Article 46, paragraph 2, subparagraphs c and d of the RGPD (United States).

Shelf life

We retain data relating to members of staff as part of our legal retention obligations.



Employee rights

Members of staff are entitled to be informed of the type of personal data we process concerning them and have the right to access this data, the right to rectification, the right to erasure, the right to restriction of processing, the right to data portability and the right to object. To exercise their rights, members of staff can contact the department responsible for data protection in their company: see the list of contact details for data protection.

If members of staff consider that our processing of their personal data infringes data protection legislation or otherwise violates their data protection rights and requests, they may lodge a complaint with the national data protection authority.

Other information

Further information on the data protection rules and regulations that apply to our company, including the rights and ways of exercising these rights, can be found on our intranet in the "Data protection" folder in the "Information systems security policy" section, as well as in the data protection notice on our website.

Contact details for data protection matters:

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