DATA PROTECTION NOTICE IN THE CONTEXT OF SELECTION AND RECRUITMENT PROCEDURES

This notice was last updated on 13 January 2026.

As part of their recruitment activities, companies belonging to the Magotteaux Group (**"the Group"**) process personal data relating to job applicants. This notice aims to explain to you in a clear and transparent manner why and how your data is processed, as well as your rights in this regard.

1. WHO IS RESPONSIBLE FOR PROCESSING YOUR DATA?

The data controller is the Magotteaux Group entity to which you submit your application (**"the Company"** or **"we"**).

The contact details of the data controller are provided in the job offer.

2. FOR WHAT PURPOSES IS YOUR DATA COLLECTED AND PROCESSED?

The Company's Human Resources Department processes your personal data for various purposes, based on an appropriate legal basis, as explained below:

For recruitment purposes:

- **To manage your application.** Processing your data allows us to manage and complete the recruitment process. This includes: submitting your application online, assessing your skills and qualifications, communicating with you throughout the process (answers to your questions, information on the status of your application, invitations to interviews/tests, etc.), selecting the most suitable candidate, and keeping recruitment records. If you are offered a job and you accept it, your personal data is also used to create your employee file and prepare your employment contract. This processing is necessary for taking steps prior to entering into an employment contract (Article 6(1)(b) of the GDPR).

- **To gather your opinion on the recruitment process.** We may ask you to participate in a satisfaction survey to evaluate your experience during the recruitment process. The information collected is used exclusively for internal purposes, in particular to analyse and improve our practices. This processing is also based on your consent (Article 6(1)(a) of the GDPR). The data will be anonymised and aggregated so that you cannot be personally identified.

For compliance purposes:

- **To carry out pre-employment checks.** Where permitted by local laws in the country where the position is located and where relevant to the nature of the position, we may verify the information you have provided (e.g. your identity, employment history, qualifications, etc.). Additional checks may also be carried out to assess your honesty, integrity and reliability (e.g. regarding any criminal convictions or your financial situation). The scope of these checks will depend on your place of residence and the nature of your position, particularly if it is regulated. These checks will be carried out as late as possible in the recruitment process, usually after you have been selected for the position. You must pass the pre-employment checks in order to receive a final offer. We are required to process your data for these purposes in order to comply with our legal obligations (Article 6(1)(c) of the GDPR) or, failing

that, to pursue our legitimate interests in recruiting qualified and trustworthy staff (Article 6(1)(f) of the GDPR).

- **To promote equal opportunities and diversity.** As part of our commitment to creating an inclusive work environment, and only to the extent permitted by applicable law, we may ask you to provide demographic data for statistical analysis purposes. Only questions marked as mandatory must be completed for your application to be considered. Other questions are optional: answering them is entirely voluntary and not answering them will not affect the assessment of your application. All information collected is processed in aggregate form and does not allow for the identification of individuals. We do not store any of this data in your application file. The processing of this personal information is based solely on your consent (Article 6(1)(a) of the GDPR).

- **To ensure the safety of property and people.** Our buildings are equipped with a video surveillance system. You may therefore be filmed during your visit. We also record the dates and times of entry and exit of visitors (including job applicants) using access control devices. This processing is based on our legitimate interest in preventing and detecting any possible offences against persons and property, preventing unauthorised persons from accessing our premises, and ensuring the safety of persons in the event of fire or other emergencies (Article 6(1)(f) GDPR).

For other purposes:

- **To defend ourselves in the event of legal disputes or claims.** We may need to process your information to respond to claims related to the recruitment process and defend ourselves against any legal action. The processing of your personal data for this purpose is necessary to protect our legitimate interests in protecting and defending our rights (Article 6(1)(f) of the GDPR).

We only use your data for the purposes for which we collected it. If we plan to use it for other purposes, we will ensure that these new purposes are compatible with the original purposes. We will inform you in advance of any further processing, clearly explaining the legal basis for it.

Profiling/automated decision-making:
We do not make decisions about you based solely on automated processing, such as the use of an algorithmic solution for sorting applications.

3. WHAT CATEGORIES OF DATA DO WE COLLECT AND PROCESS?

To meet these purposes, only personal information that is strictly necessary for assessing your ability to perform the proposed job or measuring your professional skills will be requested during the selection phase. This data is essential for processing your application and carrying out the recruitment process.

The categories of data collected and processed as part of this processing are as follows:

- identification data (surname, first name(s), date and place of birth, nationality, gender, etc.);
- contact details (telephone number, email address, etc.);
- information relating to your professional experience (profile, previous employers, positions and jobs held, etc.);
- information relating to your education (diplomas, certificates, internships, special training, language skills, etc.);
- information about your household composition and/or your work and/or residence permit, if applicable (in the case of international mobility, for example);
- other information contained in your CV, cover letter or any other document you submit to us in support of your application, and other information you choose to provide us with (e.g. a photo);
- information related to assessments, such as interview notes and recordings, selection test results (skills assessments, language tests, etc.) and reference checks, if you have provided any;

- financial information (such as your salary expectations);
- images recorded by CCTV cameras when you access our premises.

In principle, we do not collect sensitive data (or "special categories of data"), such as data revealing your race or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or sex life. However, in certain specific situations (for example, if you wish to assert a right to reasonable accommodation due to a disability, if specific characteristics of the position require an assessment of your medical fitness, or if you are applying for a profession for which the law requires a clean criminal record or exemption from certain convictions), we may need to process this type of information. In this case, the collection will only be carried out in accordance with the laws in force and within the limits they allow. Please note that if you provide us with unsolicited sensitive data, you explicitly consent to the processing of such data by the Company for recruitment purposes.

Necessity of providing data / Possible consequences of not providing data:
There is no legal or contractual obligation for you to provide us with your data. However, if you choose not to provide certain personal information that is requested, we will not be able to process your application or enter into a contract with you.

4. HOW DO WE OBTAIN YOUR PERSONAL INFORMATION?

We collect most information directly from you, for example when you submit your CV and supporting documents, when you correspond with us, or when we conduct an interview or selection test.

We may sometimes obtain additional information about you indirectly, using the following sources:

- **Professional social networks:** We may consult sites such as LinkedIn, where you have created a profile, to obtain relevant information about you. This may include your name, job title, and details of your professional background and education. Depending on your privacy settings, other information may also be publicly available. We encourage you to check and adjust your privacy settings on these platforms to control the data you share.
- **Recruitment agencies and headhunters:** If we use intermediaries as part of a recruitment campaign, they may send us your personal data if you are approached and choose to apply.
- **Employers and colleagues:** With your consent or upon presentation of references, we may collect information from your (current or former) employers and colleagues to better evaluate your application.
- **Database of potential candidates:** If you have consented to your data being stored for future opportunities, we may consult our Talent Pool to identify profiles that match the requirements of a current recruitment campaign.
- **Employees:** Our employees may recommend friends or contacts as part of our recruitment processes. If you apply through a referral, the person who refers you may provide your contact details, CV and any other personal information you have provided to them.

5. WHO HAS ACCESS TO YOUR PERSONAL DATA?

Your information is shared internally with those involved in the recruitment process. This includes members of the Human Resources Department, interviewers, and managers in the departments relevant to your application. Our IT teams may also access your data if necessary, for example in the context of maintaining our HR systems. This may involve transferring your personal data to one or more of our entities located abroad.

We may also share your data with certain trusted third parties, including:

- **Service providers:** We share your data with external partners who assist us in our recruitment activities. This includes HR consultants, recruitment agencies and headhunters, assessment centres, IT service providers, and any other entities providing services to the Company and/or the Group.
- **Law firms or other advisors:** We may disclose your information to lawyers or legal consultants for the establishment, exercise and defence of our rights.
- **Competent administrative or judicial authorities:** Under applicable laws, we may be required to disclose your personal information in response to requests from competent authorities or law enforcement agencies. Such disclosure is strictly limited to cases where we are legally required to do so, including in the context of investigations, audits, or administrative or judicial proceedings.
- **Group companies:** Certain data may be transferred to other Group companies (active worldwide) when necessary to fill the position.
- **Potential buyers or parties involved in restructuring operations:** In the context of projects that may affect the structure or ownership of the Company or the Group (such as mergers, acquisitions, asset disposals, financing, dissolutions, reorganisations or other similar operations), it may be necessary to share or transfer your data with third parties involved in these transactions. Such disclosures are made solely for the purpose of facilitating negotiations, ensuring the proper execution of the proposed transactions, and complying with the relevant legal requirements.

We limit access to your personal information to employees, agents, contractors and other third parties who need to know that information in order to perform their tasks and duties.

We do not allow our (sub-)contractors to use your personal data for their own purposes. They are only authorised to process your personal data for the purposes we have specified and in accordance with our instructions, which includes compliance with this privacy notice. We also ensure that our (sub-)contractors are subject to strict contractual commitments regarding confidentiality and personal data protection.

6. HOW LONG IS YOUR PERSONAL DATA STORED?

Your personal data is kept for as long as necessary to achieve the purposes for which it was collected, as described in Section 2.

If the Company offers you a job and you accept it, the personal information collected during the recruitment process will be included in your personnel file. You will find more information on this subject in the information notice for employees, which will be given to you when you start your new job.

If your application is unsuccessful (or if you withdraw from the recruitment process or decline our offer), your data will be deleted no later than six (6) months after the recruitment process has ended. At the end of this period, all identifiable data will be deleted or aggregated. This provision does not apply if we are required to retain the data due to legal obligations or requests from the competent authorities.

7. HOW DO WE PROTECT YOUR PERSONAL DATA?

We take the protection of your data very seriously and employ a number of technical, physical and organisational security measures to ensure its confidentiality, integrity and availability.

These security measures may include encryption and pseudonymisation, access restrictions, application security, intrusion prevention systems, event logging in log files, keeping backup copies, entering into confidentiality agreements, training and raising awareness among our employees, etc. Our website uses appropriate encryption to protect your data during transit.

We also require our subcontractors to take appropriate security measures.

8. TO WHICH COUNTRIES DO WE TRANSFER YOUR PERSONAL DATA?

The personal data we collect from you may be stored and processed in countries outside the European Economic Area (**"EEA"**) and/or transferred there.

Due to the international nature of our business, your data may be transferred to other companies within the Group. Some of these companies are located in countries outside the EEA that do not offer a level of protection equivalent to that applied in the EEA. The transfer of your data is carried out on the basis of our intra-group agreement on data transfer (based on standard contractual clauses approved by the European Commission) and in accordance with applicable laws.

Some third parties with whom we share your data (see Section 5) are also located outside the EEA. We take the necessary measures to ensure the protection of your data in accordance with applicable laws, in particular by only transferring your data to companies established in countries recognised by the European Commission as offering an adequate level of protection or to companies with which we have concluded agreements to ensure appropriate protection of the transferred data, including the European Commission's standard contractual clauses.

9. WHAT ARE YOUR RIGHTS AND HOW CAN YOU EXERCISE THEM?

Subject to applicable data protection laws, you have certain rights regarding the personal information we hold about you. If you reside in the EEA, the United Kingdom or Switzerland, you have the right to request access to your data, its rectification or deletion. You may also object to its processing or obtain its restriction. In certain cases, you may exercise your right to data portability (to "recover" your information in a structured format for transmission to another data controller) and the right not to be subject to a decision based solely on automated processing, including profiling, when it produces legal or significant effects on you.

We fully support the exercise of these rights. You can exercise your rights free of charge by sending us an email at: gdpr@magotteaux.com. All requests will be processed as quickly as possible, in accordance with applicable legislation. In order to process your request as efficiently as possible, please clearly indicate the right you wish to exercise and the reasons for doing so, if applicable. We may ask you for additional information to verify your identity before responding to your request.

We may charge you a reasonable fee or refuse to comply with your request if it is manifestly unfounded or excessive.

If you are not satisfied with our response or if you believe that the processing of your data is unlawful, you have the right to lodge a complaint with the competent data protection authority, without prejudice to other administrative or judicial remedies. The competent authority is that of the country in which the Company is established. You can find a list of all supervisory authorities by country here: https://edpb.europa.eu/about-edpb/board/members_en.

9. WHO TO CONTACT IF YOU HAVE ANY QUESTIONS?

If you have any questions about your data, how it is processed or how to exercise your rights, please contact: gdpr@magotteaux.com.

10. STAY INFORMED ABOUT CHANGES

We reserve the right to modify this information notice at any time. We invite you to regularly consult our website to be aware of any updates or changes. The version published on the website is the current version.

If we make substantial changes to this notice, we will notify you by email to the last email address you provided us (or by any other appropriate means) and ask for your consent if required by applicable law.