

**IP-125.EN - PRIVACY POLICY FOR RECRUITMENT**

The **Frulact Group** is committed to ensuring the security and privacy of your personal data. This document is intended to ensure the provision of information to applicants in the selection and recruitment procedures of the **Frulact Group** on the processing of personal data concerning them, as well as the privacy and security practices adopted, with the aim of making known your commitment and respect for the rules on privacy and the protection of personal data that you collect and process in compliance with the personal data protection legislation.

**SCOPE**

This Privacy Policy applies only to the collection and processing of personal data that is performed by the **Frulact Group** as part of the recruitment and selection process for the admission of Employees.

The processing of data is necessary to complete the whole process and stages of recruitment provided that the holder wishes to apply for such recruitment.

It applies to all applications, either spontaneous or response to recruitment procedures, available on our website [www.frulact.com](http://www.frulact.com) in **JOBS**: <https://frulact.com/jobs/opportunities/>, via LinkedIn or recruitment companies.

Applications submitted on paper are also applicable when addressed to the Human Resources department of the **Frulact Group**, responsible for recruitment procedures.

It shall apply to any other personal data which the applicant may provide, in any way, to us or the appropriate body to intervene in the recruitment and selection process.

The **Frulact Group** may also collect information concerning the Applicant from publicly available sources, public bodies and contacts made available by the Applicant himself, to complement and/or confirm the information provided by it in the recruitment and selection procedure.

**PERSONAL DATA**

Personal data shall mean information of any kind and medium, including sound and image, relating to an identified or identifiable natural person.

A person who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more specific elements of his physical, physiological, psychological, economic, cultural or social identity, shall be considered identifiable.

**IDENTIFICATION OF THE TREATMENT RESPONSIBLE**

The **Frulact Group** is the entity responsible for the collection and processing of the Candidates' Personal Data and, within this framework, decides on the data collected, the means of processing and the purposes for which the data are processed.

**WHAT DATA WE COLLECT**

For the recruitment process, the **Frulact Group** processes various categories of personal data such as: name, address, telephone and email contact, professional experience, educational qualifications, citizen card number, tax identification number, Age (if allowed) and the others mentioned in the application form to be completed by the Candidate.

We can also collect personal data through third parties, such as specialized recruitment companies, references, previous employers, employment background checks, as permitted by law.

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The Personal Data concerned will be processed for the purposes of selection and recruitment of the Candidate and, if selected, to integrate the staff of the **Frulact Group** within the framework of a working relationship and/or internship.

All data collected are collected in the fulfilment of legal obligations, execution of pre-contractual procedures and/or some legitimate interest of the **Frulact Group**.

**RETENTION PERIOD**

The Personal Data referred to above may be retained by the **Frulact Group** for the time necessary for the purpose referred to above:

- **up to 1 (one) year from the submission of the application** through which these data were provided, in the case of a spontaneous application and if the Applicant has not integrated any recruitment process of the **Frulact Group** during that period, or
- **up to 1 (one) year from** the end of the recruitment procedure in which the collection of such data took place, if the Applicant has not been engaged, in order to enable future contacts to be made by the **companies of the Frulact Group** to the Candidate in order to integrate other recruitment processes that will be launched by him in the indicated.
- **In addition to this period** and in case we wish to keep your personal data to consider it in future employment opportunities, we will request your consent to be part of one of our recruitment programmes.

**WITH WHOM WE SHARE YOUR DATA**

The Personal Data of Candidates may be shared among companies belonging to the **Frulact Group**, in companies based in Canada, Morocco, South Africa and France. All the activities of these companies are subordinated and are guided by the same rules and principles in force at headquarters.

They may also be dealt with by other entities to which the **Frulact Group** has subcontracted their treatment, such as specialised recruitment firms and temporary employment firms, contracted to carry out the evaluation and selection of applications, interviews, verification of qualifications or other Candidates' data.

**WHAT ARE YOUR RIGHTS**

The Applicant shall be entitled to request, upon written request to the Information Security Committee, through the email contact [SECURITY@FRULACT.COM](mailto:SECURITY@FRULACT.COM)

- access, in accordance with the terms and conditions laid down by law, to personal data relating to it which are the subject of processing;
- the correction or updating of inaccurate or outdated personal data concerning them;
- the processing of missing Personal Data when they are incomplete;
- the erasure, in cases specifically provided for in the law, of personal data relating to it;
- the limitation, verified the conditions laid down in the law, of the processing of personal data with respect to it.
- withdraw the consent given where the processing is based only on consent;
- oppose the processing on grounds relating to its particular situation, where the processing is based on the legitimate interest of the controller or a third party;
- the Applicant may, in addition, request more detailed information, in particular on the purposes, grounds of lawfulness and retention periods, and lodge with him complaints about the way in which his personal data are processed, without prejudice to being able to do so, also to the competent authority.

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- Some data requested from the Candidate, as part of the recruitment process, may be a mandatory requirement in the assessment of the application for certain positions, and if so, the **Frulact Group** will give this indication to the Candidate, informing him that, if they are not provided, the examination of the application cannot be carried out.

**SECURITY**

The **Frulact Group** has implemented technical, operational and organisational safety standards through internal policies, procedures and controls for the protection of personal data against loss, misuse, alteration or destruction.

Only authorized persons from the **Frulact Group** and our outsourced service providers, duly identified and authorized, have access to personal data, with an obligation to treat such information as confidential.

Despite these precautions, we cannot guarantee that unauthorized persons will not have access to your personal data.

**CONTACT**

For further clarification on this Policy, you should contact us by sending your questions to the following address: [SECURITY@FRULACT.COM](mailto:SECURITY@FRULACT.COM).

**CHANGES TO THE PRIVACY POLICY FOR RECRUITMENT**

The **Frulact Group** reserves the right at any time to readjust or amend this Recruitment Privacy Policy.

We therefore advise you to consult our website ([www.frulact.com](http://www.frulact.com)) where this information will be updated at all times.