

Lauxera Capital Partners is committed to respecting your privacy and protecting your personal data. This information notice is intended to inform you about the personal data processing carried out by Lauxera Capital Partners, in particular in connection with the management and assessment of your application.

Should your application result in employment, you will be provided with a separate information notice detailing the personal data processing applicable to employees.

These personal data processing activities are carried out by Lauxera Capital Partners, whose registered office is located at 41 avenue de Friedland – 75008 Paris, France, acting as the data controller.

Collection of personal data

Your personal data may be collected:

- Directly from you, when you apply for job opportunities posted by Lauxera Capital Partners and during interviews conducted by our team.
- Indirectly, when your professional information is shared with us by a headhunter or referral, through the review of publicly available information - particularly on professional social networks - or through information you have voluntarily provided to us in connection with your application.

The personal data may include:

- Identification and contact details: First and last name, email address, postal address, telephone number and photograph
- Personal status information: Nationality, work authorization or valid residence permit allowing employment (for foreign nationals only)
- Professional information: details included in the resume (education, professional experience, qualifications, diplomas, etc.), information provided in the cover letter, data collected during interviews and case studies, as well as information made publicly available on professional social networks.
- Financial information: salary expectations.

Processing personal data

Lauxera Capital Partners emphasizes that your personal data is processed exclusively for legitimate purposes that are necessary for the proper conduct of our business. Under no circumstances will your personal data be used for purposes other than those described below.

Your personal data is processed for the following purposes:

- Identifying and sourcing suitable profiles.
- Pre-selection of candidates, including the collection, review, recording and assessment of CVs and cover letters, as well as consultation of information available on professional social networks.
- Assessment of your suitability for the position and evaluation of your skills, based on information gathered during telephone interviews, in-person interviews, video interviews and case studies.
- Management of disputes and litigation, where applicable.

Regulatory measures

Lauxera Capital Partners follows the General Data Protection Regulation (GDPR) provisions, which establish the framework to process personal data for legitimate and defined purposes only:

- Pre-contractual measures: Lauxera may process your personal data as part of steps taken prior to entering an employment contract, for the receipt, review and analysis of your application.
- Legitimate interests: Lauxera may process your personal data as part of recruitment interviews aimed at assessing and verifying your professional skills.
- Compliance with legal requirements: Lauxera Capital Partners is required to verify that you are legally authorized to work in France.

Protection of personal data

Lauxera Capital Partners limits the sharing of your personal data to a strict minimum, ensuring that any disclosure is justified, necessary and legitimate.

Your personal data may be shared with various internal and external stakeholders of Lauxera Capital Partners, including:

- Authorized employees of Lauxera, acting within the scope of their duties (such as general management, prospective line managers, hiring team for the role, etc.).
- Lauxera's service providers: Human resources provider, IT provider, etc.
- Legal advisers, auditors and consultants, acting within the scope of their respective assignments.
- Judicial, administrative or regulatory authorities, where required by applicable laws or regulations.

Lauxera Capital Partners values the confidentiality of your personal data. Accordingly, Lauxera has implemented a range of technical and organizational measures to strengthen the security of our information systems, including:

- Multi-factor authentication and a robust password policy to secure access to our applications and systems.
- Encryption of workstations and the use of secure cloud solutions to mitigate the impact of potential hardware loss or theft.
- Regular system backups, accompanied by periodic integrity and restoration tests to ensure their reliability.
- Comprehensive logging and monitoring of network activity, enabling the detection and investigation of suspicious behavior.
- Deployment of antivirus software, firewall protections and VPN use to safeguard against external threats.

Lauxera continuously commits to maintain a high level of security through an ongoing process of review and improvement.

Finally, Lauxera Capital Partners ensures that your personal data is retained only for the periods strictly necessary to fulfil the purposes described above or to comply with applicable legal retention obligations.

Personal data collected in the context of recruitment activities will be stored in our systems, unless you object to such retention, for a maximum period of two (2) years from the date of our last contact with you. After this period, the data will be deleted from our Drive.

Personal data relating to candidates who are hired will be incorporated into their personnel file and retained for the duration applicable to such records in accordance with legal and regulatory requirements.

Your rights over personal data

You have several rights that allow you to retain control over your personal data, including:

- Right of access: you may obtain information regarding the processing of your personal data, as well as a copy of the personal data processed by Lauxera Capital Partners.
- Right to rectification: you may request the correction of personal data that is inaccurate or incomplete.
- Right to erasure: you may request the deletion of your personal data. Please note that Lauxera Capital Partners may be subject to legal or regulatory obligations requiring the retention of certain data for specified periods, in which case your request may not be fully granted.
- Right to restriction of processing: in certain circumstances, you may request the restriction of the processing of your personal data (in accordance with Article 18 of the GDPR).
- Right to object: you may object, on legitimate grounds, to the processing of your personal data.
- Right to define post-mortem directives: you may provide instructions regarding the retention, deletion or communication of your personal data after your death.

For any questions relating to the processing of your personal data or to exercise your rights, you may contact our Personal Data Responsible person using the contact details provided below.

If you consider that your rights have not been respected, you also have the right to lodge a complaint with the 'Commission Nationale de l'Informatique et des Libertés' (CNIL).

Contact details

At any time, feel free to reach out to our Personal Data Responsible person – Pauline Bowman:

Email: contact@lauxera.com (à l'attention du Responsable des données personnelles)

Address: 41 avenue de Friedland, 75008 Paris – France (à l'attention du Responsable des données personnelles)