

Moët Hennessy

RECRUITMENT PRIVACY NOTICE

This Recruitment Privacy Notice relates to the collection, storage, use and disclosure of your personal data by Moët Hennessy (the "**Company**", "we" or "us"). It also describes your data protection rights, including a right to object to some of the processing which the Company carries out. We may also provide you with additional information when we collect personal data, where we feel it would be helpful to provide relevant and timely information.

The purpose of the General Data Protection Regulation and Data Protection Act 2018 and any successor or replacement legislation ("**Data Protection Law**") is to place obligations on organisations which record or use personal data and to give rights to individuals about whom personal information is recorded or used. In all cases, the Company will process candidate personal data in accordance with Data Protection Law.

For the purpose of this policy, "controllers", "data subjects", "processor", "personal data", "special categories of personal data" and "processing" shall have the meanings ascribed to them in the provisions of Data Protection Law.

Candidate Personal Data

The Company may from time to time collect and process your personal data which, put simply, means information that can be used to identify you and may include the following categories of information such as your home address and contact details (including your mobile telephone number), social security number, your date of birth, your photograph, your educational and professional qualifications, your employment status, your right to work and visa status, your current and expected salary, references and other information received from third parties, including information that the Company obtains when verifying details supplied by you as part of your application and any other information about you that you disclose to us during the application process.

Special Categories of Personal Data

Some of the personal data that the Company holds about you (such as details relating to your ethnicity) may be deemed "special categories of personal data" for the purposes of Data Protection Law. The Company may also hold criminal or alleged criminal offences information about you. For the avoidance of doubt, references to "personal data" in this policy shall include any such special categories of personal data, and (alleged) criminal offences information.

If it is mandatory for you to provide data for any of these purposes, we will make this clear at the time the data is collected and will also explain what will happen if you do not provide the data. If you fail to provide us with this information, the consequences are that we may be prevented from progressing your application.

Accuracy and Retention of Candidate Personal Data

The Company will only keep your personal data and other information for as long as it is required for the purposes set out below. This will involve the Company regularly reviewing its files to check that information is accurate and up-to-date and still required.

If your application for employment is unsuccessful then we may continue to hold information and opinions about you and your applications for **up to 2 years** after any application process is complete, in case we need to consult it in the future if you make another application or in order to contact you if potentially suitable job opportunities become available in the future.

If your application for employment is successful, the Company will continue to hold information about you for the duration of your employment and for further years, according to the local law in the country of the position you apply to. We will delete or anonymise your information after this delay, or sooner if we no longer need it, although we may continue to hold purely statistical information which does not identify you.

Disclosure and Recipients of Candidate Personal Data

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The Company takes all reasonable steps to keep your personal data confidential. HR will process your personal data and other Company employees will only have access to candidates' personal data to the extent necessary in order to fulfil their legal obligations or for the proper administration of the Company. The Company shares some of your personal data with other companies in the LVMH Group for recruitment and mobility purposes. A list of the LVMH Group Companies is available on the Group website www.lvmh.com.

Personal data will also be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the protection of our legitimate interests in compliance with applicable laws.

In the event that the Company is sold or integrated with another business, your details may be disclosed to our advisers and any prospective purchaser's adviser and will be passed to the new owners of the business.

International Transfers

Where personal data are shared with LVMH group companies and other third parties, this may involve transfers of data outside the EEA (e.g. to the US, Australia, China, Argentina and New Zealand) to countries which do not provide the same level of data protection as the country in which you reside and are not recognised by the European Commission as providing an adequate level of data protection.

Where personal data are shared outside the EEA with other LVMH group companies (other than those located in the USA), Binding Corporate Rules are used for the transfer. Where personal data are transferred outside the EEA to other LVMH group companies located in the USA, Standard Contractual Clauses are used for the transfer. For other stakeholders or vendors in a country that is not subject to an adequacy decision by the EU Commission, transfers are only made in accordance with Data Protection Laws, for example data is adequately protected by EU Commission approved standard contractual clauses, an appropriate Privacy Shield certification or Binding Corporate Rules. A copy of the relevant mechanism can be provided for your review on request to contactdpo@moethennessy.com.

Purposes and Lawful Bases of the Processing

Candidate personal data will be processed by the Company for the following purposes :

- Where necessary to comply with the Company's legal obligations:
 - complying with equal opportunities legislation and immigration legislation; and
 - other background screening purposes including, where allowed by law, criminal record checks, searches with a credit reference agency and sanctions screening checks.
- Where necessary for the Company's legitimate interests, as listed below, and where our interests are not overridden by your data protection rights:
 - managing and developing the LVMH workforce;
 - to determine if you have the professional skills, expertise and experience for the position applied for;
 - for internal administrative purposes including communications and organisational charts;
 - to verify employment history and academic background;
 - to contact you in relation to the position applied for;
 - to assist in the administration of the Company's recruitment programme, recruitment campaign planning, and compliance with related internal policies;
 - to notify you of other job vacancies within the LVMH group if you would like the Company to send you such notifications;
 - to provide a secure and safe working environment, for example to create a security pass for identification purposes and entry into the building;
 - for statistical purposes;
 - to protect our legitimate business interests and legal rights. This includes, but is not limited to, use in connection with preventing and detecting crime or fraud, establishing and evidencing our legal rights, legal claims, compliance, regulatory, auditing and investigative purposes (including disclosure of such information in connection with legal process or litigation) and other ethics and compliance requirements.

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Where you have consented to the processing of your personal data you may withdraw your consent at any time. In certain circumstances it may be lawful for the Company to continue processing your personal data.

Candidates' Rights

At any time, you have the right to:

- request access to personal data that the Company holds about you;
- request information about how the Company processes your personal data;
- confirmation of whether the Company undertakes automated decision-making, including profiling, and the logic, significance and envisaged consequences);
- ask the Company to rectify any personal data hold about you, if you consider that it is inaccurate;
- ask the Company to erase any personal data that the Company holds about you, if you consider that the Company does not have the right to hold it;
- object to the Company processing your personal data in your particular situation, which you may exercise if the Company relies on the fact that the processing is necessary for the purpose of legitimate interests pursued by the Company in order to carry out that processing;
- request restriction of the Company processing your personal data in certain situations, for example where you contest the accuracy of your personal data;
- request certain personal data in a structured, commonly used and machine-readable form; and
- withdraw any consent you give to the Company's processing of your personal data (although please note that in certain circumstances it may be lawful for the Company to continue processing your personal data even where you have withdrawn your consent).
- If you have a complaint about the way we process your Data, you also have the right to contact *the Commission Nationale de l'Informatique et des Libertés* (French data protection authority, CNIL), 3 Place de Fontenoy – TSA 80715 – 75334 PARIS CEDEX 07, Tel: 01 53 73 22 22, www.cnil.fr.

You can exercise any of these rights by contacting contactdpo@moethennessy.com. Any request for your information must be in writing and the Company will respond within one month.

Please note there may be some situations in which the Company cannot, or is not obliged to, comply your request. For example, the Company may not be legally able to disclose some of your personal data to you in response to an access request, if it also amounts to personal data of another person. The Company may charge you an administrative fee for the cost of providing you with additional copies of your personal data.

How to get in touch with us?

We hope that we can satisfy queries you may have about the way we process your data. If you have any concerns about how we process your personal data, **please contact us** directly, or our **Moët Hennessy Data Protection Officer** : 58 Avenue de la Grande Armée, 75017 PARIS – France / contactdpo@moethennessy.com

Candidate's signature

I confirm that I have read, understood and that I agree to the above policy

Full name :

Date : / /