

MGSI, acting as data controller, is committed to respecting your privacy according to the main principles of data protection. The purpose of this notice is to provide you with more details on how we collect, use and protect your personal data as part of our **recruitment process**.

### 1. The data processor

MGSI Sàrl, represented by Mélanie GAGNON is the data processor.  
MGSI whose registered office is 1 rue Bender, L-1229 Luxembourg.  
Tél : +352 28 89 27 00

### 2. The data processed

As part of our recruitment process, we will receive yours CVs and cover letters that may contain the following data:

- ✓ Personal identification data (surname, first name, postal address, etc);
- ✓ Electronic identification data (GSM number, email address, etc);
- ✓ Personal details (age, sex, date of birth, place of birth, marital status, nationality, etc);
- ✓ Data on the academic curriculum.

### 3. For what purpose do we process your data?

We may collect from you the categories of personal data listed in point 2. as part of our recruitment process.

This processing is necessary to take steps at the request of the data subject (you) prior to entering into an employment contract. We might keep your CV for a period of six months based on your legitimate interest.

### 4. Retention period of your data

Your personal data listed in point 2. will be retained for a period of six months after it becomes clear that an offer of employment will not be made to the data subject or will not be accepted by the data subject. Beyond that date, your personal data will be deleted.

Your personal data are stored in the European Union.

### 5. Who has access to your data?

We may share your personal data with our subcontractors in charge of recruitment.

We use a subcontractor who oversees the management and maintenance of our computer system.

### 6. Your rights

Under legal and regulatory provisions regarding the protection of personal data and privacy, you, as a data subject, have the following rights:

- ✓ **Right of access:** you have the right to obtain confirmation that we are processing your personal data and where this is the case to obtain a copy of these data;

- ✓ **Right to rectification:** you have the right to request the rectification of your inaccurate personal data or to have incomplete personal data completed;
- ✓ **Right to erasure:** in specific cases, you have the right to request the erasure of your personal data. We may, however, retain certain information about you as required by law or when we have a legal basis to do so;
- ✓ **Right to restriction of processing:** you have the right to obtain the restriction of specific personal data processing when one of the following applies:
  - When you have contested the accuracy of your personal data, for a period enabling us to verify the accuracy of the personal data,
  - If your personal data have been processed by us in an unlawful way and you oppose their erasure,
  - We no longer need your personal data, but they are required by you for the establishment, exercise or defence of legal claims,
  - When you have exercised your right to object, for a period enabling us to verify whether our legitimate interests override yours.
- ✓ **Right to data portability:** you have the right to receive personal data that you have provided to us in a structured, commonly used and machine-readable format and to transmit these data to another controller. However, when the personal data are not processed by automated means, you do not fulfil the conditions to exercise your right to portability;
- ✓ **Right to object:** you have the right to object at any time, on grounds related to your particular situation, to any processing of your personal data necessary for the performance of a task carried out in the public interest or based on legitimate interest. However, as the processing of your personal data is not necessary for performance of a task carried out in the public interest or based on legitimate interest, you do not fulfil the conditions to exercise your right to object;
- ✓ **Right to lodge a complaint:** You have the right to lodge a complaint with the competent supervisory authority.

### 7. Contact

If you have any questions regarding this privacy notice and your personal data or if you wish to exercise your rights, please contact us by using one of the following means:

- By email: [gdp@mgsl.lu](mailto:gdp@mgsl.lu)
- By mail to the following address: 1 rue Bender, L-1229 Luxembourg
- By phone: +352 28 89 27 00

*Last update on 11/05/2018*