



## **PRIVACY POLICY (CAREER)**

This privacy policy ("Career Privacy Policy") allows you to learn more about the origin and use of the information that is collected when:

- you apply for a job on the Relais & Châteaux Association ("Relais & Châteaux") career website;
- you apply for a job on one of the dedicated recruitment websites integrating the shared Relais & Châteaux recruitment platform and used by one of our Relais & Châteaux member hotels and/or restaurants ("Properties").

It is adopted in compliance with the French and European regulations applicable to the protection of Personal Data.

We reserve the right to amend this Career Privacy Policy at any time and recommend that you consult it regularly and at least every time you log on to the Relais & Châteaux career website or one of the Properties' dedicated websites.

### **1. DEFINITIONS**

Capitalised terms and expressions, whether in the singular or plural form, are defined either when first used in this Career Privacy Policy or in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation "GDPR").

### **2. DATA CONTROLLER IDENTITY AND SHARING OF YOUR PERSONAL DATA**

In order to facilitate job-seeking for applicants who would like to join their universe, Relais & Châteaux, its subsidiaries (including Relais & Châteaux Entreprise) and the Properties have decided to offer applicants a global recruitment service that they manage jointly. In this context, when you submit your application for a particular position, unless you object, your application may be shared with one or more other Relais & Châteaux entities if your application appears likely to be of interest

to them. In addition, if you submit an unsolicited application on the Relais & Châteaux shared career website, it will be included in the Relais & Châteaux applications pool, unless you object.

Your Personal Data are therefore Processed jointly by the Relais & Châteaux Association whose registered office is at 58-60 rue de Prony, 75017 Paris, the Properties listed with their contact details at <https://www.relaischateaux.com/fr/site-map/etablissements>, and the companies in the Relais & Châteaux group whose contact details are:

- Relais & Châteaux Enterprise whose registered office is at 58-60 rue de Prony, 75017 Paris, France;
- Relais & Châteaux New York Inc. whose registered office is at 250 Park Avenue, 7th Floor, New York, NY 10177, USA;
- Relais & Châteaux London Limited whose registered office is at 17 Alvaston Business Park, Middlewich Road, Nantwich, Cheshire, CW5 6PF, United Kingdom;

(hereinafter collectively referred to as the “Joint Controllers”).

The Joint Controllers have defined their respective obligations in this context by way of agreement, in accordance with Article 26 of the GDPR.

In broad terms, this agreement provides that Relais & Châteaux plays a coordinating role in defining the main purposes and means of Processing, the retention periods and applicable security measures. With regard to the exercise of your rights in accordance with Article 6 below, you may submit your requests to Relais & Châteaux and, if necessary, to each Joint Controller with which you may have been in contact, it being specified that, for greater simplicity, Relais & Châteaux allows you to send your requests relating to the exercise of your rights to it (see Article 6 below) and will forward them, when necessary, to the Joint Controller(s) concerned. Relais & Châteaux shall be solely responsible for updating your Personal Data on the joint tools.

Your Personal Data collected are intended for use by the Joint Controllers concerned or those likely to be interested in your application.

Some of your Personal Data may also be sent to third parties who may use them for their own purposes, particularly for the purposes of managing a dispute, such as lawyers, bailiffs, etc. Similarly, in the event that a Property or any of the companies in the Relais & Châteaux group, or all or part of their assets, are acquired by a third party, your Personal Data may be made accessible to any person involved in the preparation and completion of the transaction and included in the assets transferred.

Your Personal Data will also be made accessible to our technical service providers (“Processors” as defined by the regulations), strictly for the needs of their mission; the latter are not authorised to use them for their own account.

**3. WHAT PERSONAL DATA DO WE COLLECT?**

We only collect Personal Data that is adequate, relevant and limited to what is necessary for the purposes described below. Your Personal Data are generally collected directly from you. When some of your Personal Data are necessary for us to consider your application, we will indicate this at the time of collection (generally by an asterisk).

Your Personal Data may also be communicated to us by third parties, based on information you have provided to us in your application (former employers mentioned as references, profile data from social networks you have mentioned in your application, etc.). The categories of Personal Data that we collect indirectly are therefore limited to data relating to your education and skills, your past experiences and any information about your background or profile related to your application.

**4. WHAT ARE THE PURPOSES OF COLLECTING YOUR PERSONAL DATA AND HOW LONG ARE THEY STORED?**

Purpose	Legal Basis	Storage Period
To search for relevant and suitable profiles for certain job offers, and help applicants in their search for relevant job offers (creation of a platform for submitting applications, selecting offers corresponding to profiles)	Legitimate interest of the Joint Controllers (centralise and facilitate recruitment) Pre-contractual measures taken at your request	Until the end of the recruitment process for which you have submitted an application
To create and manage your application page if you create one	Pre-contractual measures taken at your request	
To pre-screen applications (sorting, recording and filing of CVs or résumés and cover letters)		
To contact the applicant		

To assess the applicant and check professional abilities		
To create a pool of applicants or share applicant profiles likely to correspond to future needs or the needs of another Joint Controller	Legitimate interest of the Joint Controllers in being able to identify applicants, as needed, while respecting your rights, freedoms and interests, particularly your interest in optimising your job search	1 year after the application process if you have been hired, unless you object to your application being shared with other Joint Controllers or being saved in our applications pool.  3 months after the application process if your application has been rejected or if there has been no response from us, unless you object to your application being shared with other Joint Controllers or being saved in our applications pool.

At the end of these periods, certain Personal Data may be archived with restricted access for a period not exceeding statutory periods of limitation or for the duration of proceedings for evidentiary purposes, after which they will be destroyed.

## 5. TRANSFERS OUTSIDE THE EUROPEAN ECONOMIC AREA

Your Personal Data may be made accessible to subsidiaries of the Relais & Châteaux group located in the United Kingdom and in the United States, as well as Properties (a list of which can be consulted at <https://www.relaischateaux.com/fr/site-map/etablisements>) which may be located outside Europe, in countries recognised by the European authorities as having an adequate level of Personal Data protection (such as the United Kingdom), but also in countries that do not have such recognition (such as the United States). These Personal Data transfers are carried out in order to review your application and are also necessary for the implementation of pre-contractual measures taken at your request (your application with a view to signing an employment contract) in accordance with Article 49.1.b) of the GDPR.

For more information about these Transfers, you can contact the Relais & Châteaux Data Protection Officer at the following email: [dpo@relaischateaux.com](mailto:dpo@relaischateaux.com).

## 6. YOUR RIGHTS

We remind you that you have the right to request access to your personal data and rectification of incorrect data concerning you and, in the cases provided for in the regulations, the right to object to processing, to obtain the erasure of certain Personal Data, to limit their use or to request their portability for transfer to a third party, to withdraw your consent (if certain Processing is based on your consent), and also, if you reside in France, to define directives for the post-mortem Processing of your Personal Data.

To exercise any of these rights, simply contact the Relais & Châteaux Data Protection Officer at the following address:

Relais & Châteaux DPO  
58-60, rue de Prony  
75017 Paris  
France

or send an email to:

[dpo@relaischateaux.com](mailto:dpo@relaischateaux.com)

If we are unable to identify you with certainty, for security reasons, you will be required to submit a copy of an identity document with your request. You will be contacted within a maximum of one month from the date on which your request is received.

In addition, you are reminded that, in accordance with the regulations, some requests concerning certain rights may be refused (in particular the erasure of Personal Data) for legitimate reasons such as the defence of legal claims.

You also have the right to lodge a complaint with a competent supervisory authority, which is the Commission Nationale de l'Informatique et des Libertés (CNIL) in France.