

Information Notice
PERSONAL DATA MANAGEMENT
Customers and Prospects

Information to Experis clients' and prospects' staff regarding the processing of personal data
Version dated 28 September 2023

Who is this Information Notice intended for?

This Information Notice is intended for our client contacts.

Its purpose is to provide you with clear and transparent information on how your personal data is collected and processed by Experis.

It describes:

- the categories of personal data we collect,
- how we use it,
- where we store it,
- how long we retain it,
- how we protect it,
- with whom we share it,
- the rights you may exercise.

What personal data do we collect and for what purposes?

Personal data means any information relating to an identified or identifiable natural person, whether directly or indirectly, when considered alone or in combination with other information.

Experis collects and processes personal data relating to its contacts within its clients, prospects, and/or their representatives and agents in order to achieve the purposes set out below, on the legal bases indicated in the following table:

Categories of Personal Data Processed	Purposes of Processing	Legal Bases
• your first and last name; • your username/customer identifier; • your login credentials/connection data; • your IP address; • your job title; • your email address; • your business telephone number; • your title (Mr., Ms., etc.);	To prepare contracts that comply with applicable regulations	Compliance with a legal obligation (article 6-1.c of the GDPR)
	To comply with legal, regulatory, and contractual obligations	
	To ensure the security of information systems	
	To produce statistics for internal use or administrative reporting purposes and to improve organizational efficiency	Legitimate interests pursued by Experis (article 6-1.f of the GDPR)
	To manage and monitor compliance with ManpowerGroup's internal procedures and to conduct audits	
	To prepare contracts that comply with applicable regulations	

Information Notice

PERSONAL DATA MANAGEMENT

Customers and Prospects

- a link to your social media profile (e.g., Twitter/X or LinkedIn); - your level of decision-making authority.	To administer, manage, and defend against claims or legal actions	Your consent (Article 6-1.a of the GDPR)
	To assess customer satisfaction and improve the quality of the services and products provided	
	To offer you digital services, data exchange, and storage solutions	
	To keep you informed about Experis and ManpowerGroup news, as well as their products and services	
	To invite you to participate in promotional campaigns or events	

Where processing is based on your consent, please note that you may withdraw your consent at any time.

Calls made by users to the Experis service desk may be monitored and/or recorded, at the request of clients, for the purpose of evaluating and improving service quality. Where applicable, a voice message will inform you that you may object to such processing.

Furthermore, Experis may publish, disclose, and use aggregated information (information relating to all users or to specific groups or categories of users, combined in such a way that an individual user can no longer be identified or singled out) and non-personal information for industry and market analysis purposes, demographic profiling, promotional and advertising purposes, and other business purposes.

If you connect your account to an account with another service in order to enable cross-service transmissions, that service may provide Experis with your profile information, login information, and any other information you have authorized it to disclose. Experis may aggregate information relating to all of its users, groups, and accounts, together with any personal data available regarding the user.

No decision producing legal effects concerning you is made solely on the basis of automated processing.

How do we protect your personal data?

We maintain technical and organizational measures designed to protect your personal data against accidental, unlawful, or unauthorized destruction, loss, alteration, access, disclosure, or use. These measures ensure an appropriate level of security, taking into account, on the one hand, the state of the art and, on the other hand, the nature and sensitivity of the data as well as the assessment of potential risks. We impose contractual obligations on our employees and on all third parties working on behalf of our entities to ensure compliance with strict rules and best practices relating to data security and data protection. Our employees participate in an ongoing training and awareness program on these topics.

Storage and retention period of your data

Data relating to client and prospect contacts is regularly updated and kept up to date. It is retained for a period of five (5) years from the end of the business relationship.

In the event of litigation, certain information may be retained for a longer period in restricted-access intermediate archives.

In addition, certain documents containing client data must be retained for a period prescribed by law. This applies to accounting records and supporting documents, which must be retained for ten (10) years pursuant to Article L123-22 of the French Commercial Code (Code de commerce).

Information Notice

PERSONAL DATA MANAGEMENT

Customers and Prospects

Who do we share your personal data with?

For the purposes described above, Experis discloses information concerning you (identification, contact, login/connection, and professional-life data) to other ManpowerGroup entities (its parent company and subsidiaries) and to processors providing services on their behalf. Some of these companies are located outside the European Union and outside countries recognized by the European Union as having laws that ensure an adequate level of personal data protection. In accordance with applicable regulations, Experis has taken the necessary measures to ensure that personal information transferred in this way is protected in terms of its security, integrity, and confidentiality. Any data transfers are carried out in compliance with applicable regulations and are governed in particular by the Standard Contractual Clauses adopted by the European Commission.

In particular, as part of the day-to-day management of the company's operations (finance, sales management, audits, etc.), and the provision and use of IT tools (including email systems) and office productivity or collaborative tools, information concerning you may be hosted in the United States of America. Our client contacts are informed that, in the context of our debt recovery procedures, Experis may engage processors located in Tunisia. In connection with IT support services, data may be made accessible from Morocco.

In addition, information concerning you may be disclosed to any public or private person or entity, including public authorities, where such disclosure is required by law.

Furthermore, should Experis be involved in a merger, acquisition, asset transfer, or judicial reorganization procedure, it may be required to transfer or share all or part of its assets, including personal data.

Your rights

In accordance with applicable regulations, you may exercise your rights of access, rectification, objection, erasure, restriction of processing, and data portability, under the conditions set out by applicable law, with respect to the personal data held by Experis. To do so, you may submit a request stating your first name, last name, and the name of your company, together with a copy of proof of identity, using any of the following methods:

- By post – to : Experis – Data Protection / DPO - Immeuble Landscape, 6 Place des Degrés
TSA 61117 92030 La Défense Cedex, France
- Through our [dedicated form](#)

You may also send the Data Protection Service your instructions concerning the handling of your personal data in the event of your death, including how you wish the above rights to be exercised.

Experis undertakes to respond to you as promptly as possible and in accordance with the time limits prescribed by applicable regulations.

Experis reserves the right to amend this Information Notice on its personal data processing policy at any time. The effective date of this policy is stated at the beginning of this document. Please refer to it periodically, and in particular whenever you provide us with personal information that may be used to identify you.

Please note that the supervisory authority responsible for data protection matters is the French data protection authority (Commission Nationale de l'Informatique et des Libertés), www.cnil.fr, from which you may obtain further information or with which you may lodge a complaint.