

We want to answer any questions you may have regarding the management of your personal information and to present the measures we have taken in this regard, to ensure the best level of protection of these data. To this end, we have drafted this Information note.

Its purpose is to inform you about the processing we perform, on the personal information you choose to entrust us with, the reasons for which we collect it and the security we provide.

As a preliminary, we inform you that this Information note has been drafted in accordance with applicable law. In order to provide you with the greatest transparency and the best protection, we have provisions in place which are fully compatible with the principles set out in the European General Data Protection Regulation No. 2016-679 of 27 April 2016 ("GDPR").

## **1. General introduction**

The owner of this website is Schneider Electric Industries, SAS with capital of €928 298 512,00, whose head office is located at 35 rue Joseph Monier – 92500 Rueil-Malmaison, registered at the RCS (French Companies Register) of Nanterre under the number 954 503 439.

Schneider Electric can be reached at the following e-mail address:  
global-foundation@schneider-electric.com.

The director of publication is Gilles Vermot Desroches.

As part of the platform we offer from the site <https://volunteerin.schneider-electric.com/en/> or from its subdomains, we are the "data controller" within the meaning of the GDPR of personal data which you communicate to us when using this platform, that is to say that we choose which data we collect, for what purposes we process them, and how we process them.

Our aim is that, *via* this platform, you can engage as volunteer in the projects that appear on it, which are linked to our CSR policy.

## **2. Scope of this Information note**

This Information note applies to information that we collect from those of our employees who choose to register on our platform.

## **3. Purposes of the processing and type of data collected**

In order to provide you with the best possible service, we ask you to provide us with personal information about you.

The personal information you choose to communicate to us is intended to:

- Allow you to register on the platform;
- Allow you to participate in the projects presented there and to initiate them yourself;
- Ensure the security of the platform;
- Establish the statistics of use of the platform in order to develop new functionalities.

Thus, the communication of your personal information aims to manage your access to the services available on the site and to guarantee you a use that meets your needs.

The personal information that we collect is the information that identifies you personally, for example, information relating to:

- Your identity: surname, first name, gender, email address, phone number, photo, function, workplace etc.;
- Your areas of interest, skills;
- The languages you speak.

In addition, we also collect computer logs for our site (IP address, logs, date and time of connection).

#### **4. Information from the collection**

When we collect your personal data on the platform, we will indicate to you the data which must be provided by means of an asterisk (\*), and those which remain purely optional.

We will then inform you of the possible consequences of a failure to respond

As a reminder, when you choose to provide us with your personal information, by filling it out in our *ad hoc* forms or by ticking the boxes or by selecting the radio buttons which are shown to you, you expressly give your consent to the collection and use of this information in accordance with the legal rules and with this Information note.

#### **5. Recipients of this information**

The personal information that you may provide may be consulted by our staff, as well as all our subsidiaries, the departments responsible for checking (auditors in particular) but also our subcontractors within the strict framework of the purposes that we have presented to you in Article 3 above. Some will also be visible to other members of the platform (for example your name, your photo, or your biography if you have given them when publishing a project).

Our subcontractors are:

- MyCrowdCompany, which has ensured the development of the platform and ensures its maintenance, its configuration and its evolutions;
- Google Ireland Limited, which provides hosting of the platform.

Thus, Google Ireland has access to all data because of its host function, while MyCrowdCompany only has access to certain content data (identification data, choices made on the platform, etc.) as well as to the logs which allow it to be aware of the errors appearing on the site and to solve them, and to certain cookies as detailed below.

## **6. Retention period**

As part of the services we offer, we are required to store your identification data and the content that you publish on the platform. As French law requires us to retain the identification data of people at the origin of the publication of these contents (IP address, date and time of connection, pages consulted, etc.), we will in any case keep your data for a period of one year in application of these requirements.

In addition, as the data allowing us to establish the proof of a right or a contract must be retained in respect of a legal obligation, they will be retained for the duration envisaged by the law in force.

Subject to these reservations, your personal information will not be kept beyond the duration strictly necessary, that is throughout the entire duration of the use of our services *via* your account until the end of your account, or until three years after your last connection has elapsed - in this case, a few weeks before this deadline, as well as at this deadline, we will contact you at the e-mail address you have given us, to ask you about the maintenance or deletion of your account.

After these deadlines and the effective closure of your account, your data will be anonymised. They will then be used exclusively for statistical purposes (analysis of the frequency of use of service features, statistical analysis of applications in response to published offers, etc.).

Regarding the data of deceased persons, provided that we are informed, these data will be anonymised, unless specific instructions have been given to our knowledge.

## **7. Security and confidentiality**

We have taken all the appropriate organisational and technical measures, as well as all the necessary precautions to preserve the security of the information described above in particular, against any accidental loss, distortion, alteration and against any unauthorised access, use, modification or disclosure. This ensures the integrity and availability of the data we are dealing with at all times.

For this purpose, we have recourse to specialized technical service providers with

whom we conclude appropriate contractual clauses.

## **8. Methods and Exercises of Rights**

In accordance with Articles 15 to 22 of the GDPR, you have a number of rights:

- The right to be informed of how your data are processed;
- The right to access your data;
- The right to oppose, for legitimate reasons, the processing of your data and in particular the use of your data for commercial prospecting purposes;
- The right to limit certain uses of your data;
- The right to rectify incorrect information, as well as to ask us to delete certain information;
- The right to withdraw your consent at any time to the processing of your data;
- The right to define guidelines regarding the fate of your personal data after your death pursuant to Article 32 of the French Law of 6 January 1978 (we have the obligation to inform you of this right under the law "Digital Republic").

If you wish to exercise any of these rights, you can contact us directly at the following contact information: [global-foundation@schneider-electric.com](mailto:global-foundation@schneider-electric.com)

If you wish to make more use of your right to opposition, and thus close your account, you can also do so directly from the platform.

In any case, we will do our best to answer your questions regarding the processing of your personal data. Questions related to data protection principles of good practice of Schneider Electric can be addressed to DPO (Data Protection Officer) of the Group: [DPO@schneider-electric.com](mailto:DPO@schneider-electric.com) or DPO - 35 rue Joseph Monier CS3023 92506 Rueil Malmaison-France.

Nevertheless, if you are not satisfied with the answers given to you, you may, if you wish, file a complaint with the CNIL according to the terms and conditions indicated on its website (<https://www.cnil.fr>).

In addition, we inform you that you are required to respect the GDPR mentioned above, the violation of which is punishable by law. In the event, for example, in which, acting on behalf of a third party, you wish to send us personal information concerning them, you must act in respect of these data in accordance with the law.

In particular, you must refrain, in relation to the personal information you access, from any collection, misuse and, in general, from any act likely to infringe the privacy or reputation of people.

## **9. Modification of this Information note**

If we make substantial changes to the content of this Information note, such changes will be announced by a notice visibly notified on the platform and/or communicated to the email address you provided to us at your registration (or that you have updated since, if this is the case).

## 10. Use of cookies

Cookies are text files, often encrypted, stored in your browser. They are created for a limited time when the browser of a user loads a given website: the site sends information to the browser, which creates a text file. Each time the user returns to the same site, the browser retrieves this file and sends it to the server of the website.

The information stored by cookies includes the pages visited, the type of browser you use, your IP address, or the information you have entered on a site to prevent you from needing to enter it again.

For more information on cookies, please consult the CNIL information page: <http://www.cnil.fr/vos-droits/vos-traces/les-cookies/>).

Among the cookies placed in your browser, some are necessary to provide you with the platform, some allow us to establish statistics, and finally others have an advertising purpose.

The necessary cookies guarantee the operation of the site and participate in its optimisation. These are cookies intended to:

- secure your connection, ensuring your identification on your personal account if necessary;
- remember your usage preferences and/or display settings;
- display, on your first visit, the banner indicating the presence of cookies and the ability that you have to accept them or refuse them.

The statistical cookies measure the audience of the platform and thus establish anonymous visiting statistics measuring the number of visits, the number of pages viewed as well as the activity of visitors to the site (pages and sections most often consulted, most-consulted projects, etc.).

Finally, advertising cookies measure the audience or the paths brought by an online campaign.

We have indicated below a part, which we consider representative, of the cookies that we use:

Cookie	Object	Type	Duration
_cfduid	Used by the content network, Cloudflare, to identify reliable web traffic	Necessary	1 year
AWSELB	Used to distribute website traffic across multiple	Necessary	Session

	servers to optimise response times		
PHPSESSID	Maintains configuration of user settings through page requests	Necessary	Session
_ga	Stores a unique identifier used to generate statistical data on how the visitor uses the site	Statistics	2 years
_gat	Used by Google Analytics to dramatically decrease the rate of queries	Statistics	Session
_gid	Stores a unique identifier used to generate statistical data on how the visitor uses the site	Statistics	Session
collect	Used by Google Analytics to track the visitor	Statistics	Session

You can configure your browser to alert you to the presence of cookies and suggest you accept them or not. You can accept or reject cookies on a case-by-case basis or refuse them once and for all. You are reminded that this setting is likely to modify your conditions of access to the services of the site requiring the use of cookies. The setting of cookies is different for each browser and generally described in the help menus.

Your browser's help menu will tell you how to express or change your cookie preferences:

- For Internet Explorer™: <https://support.microsoft.com/en-gb/help/260971/description-of-cookies>
- For Safari™: <http://support.apple.com/kb/ht1677>
- For Chrome™: <https://support.google.com/chrome/answer/95647?hl=en&hlrm=en>
- For Firefox™: <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>

For mobile devices, you can view the following links:

- For Safari™: <https://support.apple.com/en-gb/HT201265>
- For Chrome™: [https://support.google.com/accounts/answer/61416?hl=en&ref\\_topic=2373959](https://support.google.com/accounts/answer/61416?hl=en&ref_topic=2373959)
- For Firefox™: <https://support.mozilla.org/en-US/kb/enable-or-disable-cookies-firefox-android>
- For Windows Phone™: <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies>

## **11. Use of social networks by users of the service**

Our service may include application buttons, allowing the user to share, via social networks, the contents of our site or their opinion. These include in particular Facebook's "share" button and Twitter's "RT" button.

Once you are connected via your device to the social network(s) concerned, such application buttons are able to identify you, even if you do not use them during your visit to our site. . In addition, if you interact using these buttons, while you are connected to this/these social network(s), for example by clicking on the button "share" or leaving a comment, the corresponding information will be transmitted to the social

network and published on your profile. We invite you to read the privacy policies of these social networks to be aware of the purpose of use, including advertising, navigation information they can gather through these application buttons.

If you do not want the social network to identify you or link the information collected through our site to your user account, you must first disconnect from the social network.