



## PERSONAL DATA POLICY FOR OPTIONS GREATHIRE COMPANIES

Options GreatHire specialises in equipment rentals for receptions, in table setting and in decoration. Options GreatHire offers tableware, table linens, event furniture and kitchen equipment rentals.

Options GreatHire is committed to bringing its systems and practices in line with the provisions of the European General Data Protection Regulation - n° 2016/679 (GDPR) and Law n° 2018-493 of 20 June 2018 "on the protection of personal data".

This personal data policy is intended to describe the operating principles upheld by Option's companies in order to comply with regulations and protect the privacy of the natural persons whose data are processed. It also defines the general framework for personal data processing performed by Options GreatHire and, in that respect, seeks to provide the individuals concerned with all the information they need to perfectly comply with the regulations in effect.

### 1. How are data collected?

Options GreatHire collects, via its activities, data which enables natural persons to be identified or be made identifiable.

#### 1.1. Legal grounds for collection

Options GreatHire may collect personal data based on the following legal grounds:

- The consent of the person concerned
- The execution of a contract
- A legitimate interest of the Data Controller
- A legal obligation to carry out the processing.

#### 1.2. Collection methods:

##### 1.2.1. Collection via forms (websites)

The use, purchase or lease of certain services or products entails the collection of personal data about prospects, customers or suppliers.

In these cases, the forms systematically specify the purpose of the collection carried out and the data's retention period. For prospects and customers, these forms refer, for more information, to the "Protection of personal data" paragraph of the General Terms and Conditions of Rental/Sale and in this Policy.

##### 1.2.2. Collection via cookies

The term "cookies" refers to any tracking data stored or read when browsing a website. Cookies are based on a file which can be stored on a user's computer when browsing. They are intended

to simplify website navigation and measure its effectiveness.

Options GreatHire websites use three types of cookies:

- 1) Cookies which are absolutely necessary to provide the service requested by the user. Without them, the site's proper functioning would be affected.

For example:

- Session identifiers
- Visitor authentication
- Shopping cart
- User interface personalisation (choice of language or presentation).

- 2) Audience analytics cookies, which enable Options GreatHire to improve its online services by measuring user browsing behaviour in various ways (number of visitors, pages read, average duration of visits, technology used, etc.).

- 3) Social media cookies, which enable web users to share pages or information on social media platforms.

Some cookies are placed by Options GreatHire when one of its websites is browsed. Users may modify the user settings of these cookies at any time on the website.

Other cookies are placed by companies external to Options GreatHire in order to collect user browsing data when they browse other websites. Options GreatHire works with some of these companies. For more information, users are invited to view the companies' privacy policies, such as:

- Google Analytics
- Google Adwords
- Facebook
- LinkedIn
- Etc.

In accordance with the CNIL's recommendations, consent is obtained via a visible banner on the website containing the following information:

- the purposes of the cookies used
- the option to refuse the cookies and change the settings by clicking on the link "Click to find out more and change your cookies settings"
- the fact that continuing to browse the website implies consent for Cookies to be placed on your device.

### *1.2.3. Collection via telephone*

Options GreatHire performs certain services via telephone and may collect personal data on these occasions. When possible, telephone contact is confirmed by an email which allows the person involved to keep a written record of their conversation and to exercise their rights at any time.

## **2. What types of information are collected?**

Some of the information collected consists of "personal data", i.e., data about the person which enables them to be identified. In accordance with current legislation, Options GreatHire has implemented the minimisation principle for data collection and only collects data absolutely necessary for the purpose which is pursued and clearly explained to the natural persons involved to allow them to fully exercise their rights.

The personal data which may be requested, based on the nature of the services or products provided, are the following:

Primarily:

- Your name and your personal details, including your email and postal addresses
- your telephone numbers.

The following data will also be collected for some products and services:

- the computer equipment used to browse
- your connection data and browsing data (IP address, logs)
- your banking details (IBAN).

### **3. Why are the data collected?**

#### **3.1. Use of collected data**

Options GreatHire may use the personal data in its possession to:

- send commercial information about its products, promotions and offers, as well as other information about its products or services tailored to the interests of the individuals concerned
- transmit information about third-party products and offers - customers or commercial partners of Options GreatHire - in relation to the person's occupation and/or with respect to an interest identified about their activities or those of the organisation to which they belong
- Manage commercial transactions with its customers and suppliers (ordering, delivery, invoicing).

These personal data will be used by Options GreatHire as part of its activities for the promotion of its own products and services. They will only be used within the strict limits defined by current legislation.

#### **3.2. Methods of sending information**

Based on the personal details collected, Options GreatHire and its partners may transmit information via the following methods:

- Text message sent to a person (SMS or MMS, notification, email, and/or any other form of electronic message)
- Message via social media networks
- Telephone
- Post
- Promotional web banner
- Internet search engine.

#### **3.3. Purpose of the collection**

The purpose of data collection is systematically indicated when it is carried out by Options GreatHire and is mentioned again during the transfer of data when the collection was carried out by a third party.

Options GreatHire may use an individual's personal data for the following purposes, in particular:

- To save them on its information systems and manage the delivery and invoicing of services/products provided by any Options GreatHire company (including processing all searches or information requests concerning it or involving its products and services)  
E.g.: processing orders or a quote request
- To comply with its legal obligations  
E.g.: order management
- For the tracking, critical examination and improvement of its product and service offerings
- In order to maintain files for internal administrative use (customer claims, loyalty, etc.)
- Marketing purposes
- For supplier exchanges and invoice payments.

### **4. How and for how long are the data stored?**

Processing is carried out on data stored in Options GreatHire databases following strict supervisory regulations, which are consistent with state-of-the-art technology and the recommendations of the competent supervisory authority.

#### **4.1. Personal data storage**

Options GreatHire takes all useful precautions to preserve the security and confidentiality of personal data

and, in particular, to prevent data from being altered, damaged or accessed by unauthorised third parties. The recommendations of the Commission Nationale Informatique et Liberté are taken into account in Options GreatHire' overall security management.

#### **4.2. Data retention period and archiving**

The retention period depends on the activity in question, the type of contact (customer or prospect) and industry standards.

- ◆ Options GreatHire stores certain mandatory documents (invoices, etc.) according to legal retention periods.
- ◆ The retention period for personal data is set at a default of five years for all of Options GreatHire.
- ◆ Some data are stored for a shorter period of time:
  - Cookies expire thirteen months after their last update
  - Prospect data are deleted after three years when there has been no response to solicitation
  - Candidate CVs are stored for two years.
- ◆ The time period is sometimes linked to the relevance or necessity of the processing: customer data are stored for the duration of the commercial relationship and directory data are kept for the duration of the terms of the persons concerned.

### **5. Which third parties have access to the personal data collected?**

#### **5.1. Within Options GreatHire**

Options GreatHire is made up of several companies, located mainly in the European Union (see Appendix), which may have personal data communicated to them by another subsidiary within the framework of its functional organisation.

The production and marketing of certain Options GreatHire products and services, as well as purchases, is in some instances performed in a cross-divisional manner across multiple Options GreatHire entities. The sharing of resources can, therefore, result in the use of files by several entities in a subcontracting or co-responsibility relationship.

#### **5.2. Outside of Options GreatHire**

Options GreatHire may transfer some of the personal data it collects to third parties, such as:

- service providers, subcontractors and suppliers, in order for them to provide services on its behalf (for example: technical services, deliveries)
- other companies, financial organisations or organisations/services tasked with enforcing laws that aim at the prevention and detection of fraud, when the disclosure of data is necessary to preserve the rights of Options GreatHire
- in cases where it is provided for by law or upon formal request from an authority (in particular, within the context of legal proceedings) or from a public, parapublic or private organisation as part of a public service mission.

#### **5.3. Working methods with third parties**

In instances where personal data are transmitted to a third party for any reason (for example: a subcontracting service or services performed for a customer), Options GreatHire applies the conditions defined by current legislation regarding, in particular, informing the individuals concerned by this transfer.

Options GreatHire ensures that adequate contractual stipulations between Options GreatHire and the third party in question guarantee that the latter:

- will use personal data solely for the purpose they specified and in accordance with the purposes defined in this policy
- and will have taken adequate security measures to prevent the unauthorised or illegal processing, loss or accidental destruction of personal data or damage to them.

## **6. Obtaining personal data from third parties**

Options GreatHire may receive personal data such as last names, first names, personal addresses, telephone numbers and access codes from third parties (caterers, in particular) in order to execute an equipment supply contract.

These data are used to ensure the delivery and recovery of the equipment ordered.

The data are added to the file at the time the quote is given and used only for carrying out the order. The data are only accessible by the Options GreatHire sales teams and the persons in charge of deliveries.

## **7. Who can you contact to exercise your rights?**

Options GreatHire has modified its organisation to meet the requirements of the European General Data Protection Regulation and to provide everyone with information about the personal data collected relating to them and the processing carried out on these data.

Any request associated with exercising your rights (access, opposition, limitation of processing, rectification, portability and erasure) must be sent to the following email address: [contactRGPD@OptionsGreatHire.net](mailto:contactRGPD@OptionsGreatHire.net). This request must contain as much information as possible in order for it to be processed, upon receipt, within at most 30 days, in compliance with GDPR requirements.

Proof of identity may be necessary to process your request.

Every individual has the option to contact the Supervisory Authority in their country directly.

## **8. Are data transferred outside of the EU?**

The only country outside of the European Union currently affected by Personal Data transfers is Switzerland.

For this reason, Options GreatHire will ensure that processing is carried out in accordance to this policy and that it is regulated by the standard contractual clauses of the European Commission which guarantee a sufficient level of protection for the privacy and fundamental rights of individuals.

## **9. Recruitment**

Options GreatHire collects and stores personal data about potential candidates as part of its recruitment policy.

Options GreatHire collects the information it needs to search for the profiles best suited to its job openings, in compliance with the law as well as the rights and freedoms of individuals. Options GreatHire will not forward any candidate's CV, with their personal details, to a third party without their consent.

Candidates who wish to modify or erase their personal data from our databases can send an email to [service.social@options.net](mailto:service.social@options.net), with the subject line "personal data", at any time.

Candidates must secure the consent of the individuals they provide as references to be contacted by Options GreatHire.

## **10. How will you be informed of updates to this policy?**

Options GreatHire may modify or update this Personal Data Policy. All updates will be posted where deemed appropriate so that every user is informed of the date of the latest update.

Important updates may be the subject of a notice on the Options GreatHire' corporate website ([www.options-greathire.co.uk](http://www.options-greathire.co.uk)), at the latest when the changes come into effect.