

# REMY COINTREAU

## Candidate Policy

The purpose of this **Candidate Policy** is to inform you, as a candidate, of the conditions under which we process your personal data within the context of the management of your application file.

The recruiting company of the Rémy Cointreau group is the data controller for the purposes of the Regulation (EU) 2016/679 on the protection of Personal Data (the “GDPR”). The address of the data controller can be found in the “**Addresses of our sites**” section below.

### Categories of data we collect

The categories of personal data concerning you that we process, insofar as they are provided to us, are the following:

- identification data, including surname and first name;
- contact details, including personal address, phone/mobile phone/fax number, e-mail address;
- date of birth, nationality;
- information on previous job positions, including date of hiring, job position, department and unit, place of work, type of contract (full-time or part-time), data on work preferences and skills;
- curriculum vitae, including training, past professional experience, and references.

Most of the personal data we process is obtained from you when you apply. We may also obtain personal data about you during the application process (e.g. during interviews). Other categories of data may be obtained from third parties, including, for example, from recruitment agencies.

### Purposes of processing

We process the information you provide to us by email to identify and evaluate your application for the position at stake, to communicate with you during the recruitment process and to send you notifications about new job positions that may be relevant with your profile.

Otherwise, we will not be able to review your application.

If you are a successful candidate (i.e. the decision is made to recruit you), additional information will be requested in order to create the employment contract. You will receive at this time the specific details of the processing of your data through a separate document.

### Legal basis

The processing of your information is based on our legitimate interest to have an efficient follow-up of the recruitment process.

### How we share your information

We share your information with the following selected recipients:

- the HR department of the recruiting entity and the other companies of the Remy Cointreau Group;
- depending on the progress of your application in the recruitment process, with managers of the department concerned by your application;
- the people you have identified as references for your past experiences, so that they can identify you and give their feedback;

- third party providers for the provision of technical and support services related to the application and recruitment process (such as hosting services or recruitment agencies). In providing the services, the service provider will, if necessary, process your personal data on our behalf. For each third party we use, we verify that this third party provides sufficient guarantees regarding the confidentiality and security of your data. We will ensure that each of these third parties complies with our data security standards and our limitations on international transfers.

These recipients may be located in countries outside the European Economic Area ("EEA"). We have implemented appropriate safeguards to protect your privacy, fundamental rights and freedoms, and the exercise of your rights; for example, we implement an adequate level of data protection, usually through the European Commission's Standard Contractual Clauses.

### Retention periods

If your application is not successful, we will keep your profile data for a limited period of time, depending on local legislation, in order to contact you if any opportunity arises later on. At the end of this period, your personal data will be deleted. In France, the data retention period is 2 years as from our last contact. At the end of this period, your personal data will be deleted.

If you are a successful candidate, you will be provided with all explanations relating to the processing of your personal data, including the retention periods.

### Data security

We have implemented appropriate physical, technical and organizational security measures to protect your personal data from accidental or unlawful destruction, accidental loss or alteration, and unauthorized access or disclosure of such personal data.

### Your rights

You have the following rights in relation to the personal data we hold about you.

- Access. You have the right to access data we have collected about you.
- Correction. You have the right to require us to correct any personal data collected about you that is inaccurate or incomplete.
- Erasure. You may request that we erase certain elements of your personal data.
- Restriction of Processing. You have a right to require us to restrict the processing of the personal data we hold about you, under certain conditions.
- Objection. You have the right to object to the processing of your data.

To exercise your rights, please contact us by sending an email to [privacy@remy-cointreau.com](mailto:privacy@remy-cointreau.com).

In the event that you wish to make a complaint about how we process your personal data, please contact us at [privacy@remy-cointreau.com](mailto:privacy@remy-cointreau.com) and we will proceed to deal with your request as soon as possible. This is without prejudice to your right to launch a claim with the Data Protection Authority if you think we have infringed data protection laws.

### Policy Changes

If we decide to change this policy, we will take all necessary measures to keep you informed of such changes.

### Addresses of our Sites

#### ANGERS

Cointreau SA  
Carrefour Molière  
49124 Saint Barthélemy d'Anjou

FRANCE  
B.P. 30079 - 49181 Saint Barthélemy d'Anjou cedex  
Tel: +33 2 41 31 50 00

**ATHENES**

Metaxa ABE  
6A Metaxa St.  
145-64 Kiffisia  
Athènes  
GRECE  
Tel: +30 210 6207 100

**BARBADOS**

Mount Gay Rum Distilleries Ltd  
P.O Box 208 Bridgetown, St Michael  
Barbados  
Tel : +1 246 425 90 66

**BRUXELLES**

19 A-D Avenue des Arts  
1000 Bruxelles  
BELGIQUE  
Tel Financière Rémy Cointreau : +32 2 229 25 70  
Tel Maison METAXA : +32 (0) 2 209 0 820

**COGNAC**

E. Rémy Martin & C°  
20 Rue de la Société Vinicole CS 40210  
16111 Cognac Cedex  
FRANCE  
Tel : 05 45 35 76 00

**RCIMS**

Rue Joseph Pataa  
16100 Cognac  
France

**DIEGEM**

Park Lane Culliganlaan 2F  
1831 Diegem  
BELGIQUE  
Tel : +32 2 715 2060

**GENEVE**

Remy Cointreau Europe & MEA  
Route de Pré-Bois 20  
Case postale 1875  
1215 Geneve 15  
SUISSE  
Tel: +41 22 761 44 61

**HO CHI MINH**

8F., TMS Building,  
172 Hai Ba Trung Street,  
District 1,  
Ho Chi Minh City  
VIETNAM

**HONG KONG**

Rémy Cointreau Hong Kong  
Room 2101-2, 21/F.  
148 Electric Road,  
North Point.

Hong Kong  
CHINA  
Tel: +852 3710 9300

**ISLAY**

Bruichladdich Distillery  
Isle of Islay  
Argyll  
ECOSSE  
PA49 7UN  
Royaume-Uni

**JOHANNESBURG**

Rémy Cointreau South Africa  
Mazars House  
5 St Davids Place – Park Town  
2193 Johannesburg  
Tel : +27 761520554

**KUALA LUMPUR**

Rémy Cointreau Malaysia SND BHD  
Unit 7-09 & 7-10 Tower A, Vertical Business Suite,  
Avenue 3 Bangsar South, No.8, Jalan Kerinchi,  
59200 Kuala Lumpur, Malaysia  
Tel : +603-28567895

**LONDRES**

Rémy Cointreau UK Distribution  
Newlands House, Third Floor,  
40 Berners Street  
W1T 3NA  
Londres  
ROYAUME UNI  
Tel: +44 (0) 207 580 6180

**MIAMI**

6205 Blue Lagoon Drive  
Suite 470  
Miami, Florida 33126  
USA  
Tel: + 305-264-5233

**MOSCOU**

Rémy Cointreau Russie  
119034 1, Korobeinikow pereulok  
Moscou 119034  
RUSSIE  
Tel: (495) 230 02 01

**NEW YORK**

Rémy Cointreau USA  
1290 Avenue of the Americas  
14th Floor  
New York, NY 10104  
USA  
Tel: +1 212 399 4200

**PARIS**

Rémy Cointreau  
21 Boulevard Haussmann  
75009 Paris

FRANCE  
Tel: +33 1 44 13 44 13

**SAINT JEAN D'HERANS**

Domaine des Hautes Glaces  
Col Accarias  
38710 Saint Jean d'Hérans  
France  
Tél : +33 950 299 277

**SEATTLE**

Westland Distillery  
2931 First Avenue South, Suite B  
Seattle, Washington 98134  
U.S.A.  
Tel: (206) 767-7250

**SHANGHAI**

Rémy Cointreau China  
Unit 1, 40/F, Tower 1  
Grand Gateway 1 Hong Qiao Road  
Shanghai, 200030 PRC  
CHINA  
Tel: +86 21-6448-6111

**SINGAPOUR**

Rémy Cointreau International PTE Ltd  
152 Beach Road #33-01/04 Gateway East  
SINGAPORE 189721  
Tel: +65 6593 6228

**TAIPEI**

Rémy Cointreau TAIWAN PTE.LtD.,  
TAIWAN Branch  
5F., No 167 Sec.  
2, Nanjing East Road  
104 Taipei  
TAIWAN  
Tel: +(886) 2 2500 0058

**TOKYO**

Nisso 22 Building  
6F  
1-11-10 Azabudai Minato-ku  
Tokyo 106-0041  
JAPON  
Tel: +(81) 3-6441-3020

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