**DASSAULT SYSTEMES GROUP**

**HUMAN RESOURCES PRIVACY POLICY**

In the course of its business, Dassault Systèmes and its subsidiaries (collectively, “3DS”) collect Personal Data (as defined below) from employees and independent contractors[[1]](#footnote-1).

As 3DS is committed to protecting the privacy of the information collected, this Privacy Policy (the “Policy”) sets forth the principles and guidelines governing the protection of the Personal Data processed.

The purpose of this Policy is to let employees and independent contractors know how 3DS collects and uses their Personal Data and how they can control its use.

It is 3DS policy to abide by applicable legislation and regulations, including but not limited to the European Directive 95/46/C on personal data and privacy protection and national provisions adopted pursuant to this Directive.

**1. Scope of this Policy**

This Policy applies to the Personal Data provided to 3DS by employees during the course of employment, and by independent contractors through their provision of services.

Personal data ("Personal Data") means any information relating to an identified or identifiable person. An identifiable person is a person who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to the person.

**2. Data collected and purposes**

1. Employees

During the course of employment, 3DS processes Personal Data concerning employees. The type of Personal Data processed includes:

* information relating to employees, their work, skills, performance as well as information needed or required to provide benefits or compensation (e.g, name, address and tax identification number, social security number, residence and details of work permits, experience and professional skills, wages and benefits other employment details, bank details, records of working time, information on performance assessment and talent management, health-related data, employees’ access and use of the IT systems and tools, data access control, images captured through video cameras or other photographs provided by employees, any details of ordinary shares or positions in administrative, etc.),
* information relating to employees or provided by employees relating to use and access of company communications or IT systems
* information about others provided by employees (dependent relatives) and designated as contacts in case emergency, or as beneficiary of benefits such as an insurance, and
* any other Personal Data as may be relevant for the purposes stated below, it being understood that employees may choose to provide 3DS with additional Personal Data on a voluntary basis.

Purposes.

employees’ Personal Data is processed for implementation, compliance and control of the relationship between 3DS and its employees, including (but not limited to):

* Personnel Management: managing the workforce in general, including designing or managing:
	+ the payment and review of employees’ salaries and other benefits (such as pension plans, stock options and insurance),
	+ performance measures,
	+ maintenance of records of sick leave and absenteeism,
	+ organizing business travel, expense management and reimbursement professionals,
	+ planning and monitoring of training needs and activities and career development skills and
	+ management of 3DS directory.
	+ management of disciplinary matters, grievances and contractual resolutions,
	+ monitoring conduct and performance
	+ other human resource programs
* Communications and emergencies:
	+ Facilitate and manage communication with and between employees, in particular 3DS’ collaborative web tools, mailboxes, and instant messaging solution  and, in general, all forms of electronic and digital media and services used by employees in the course of their mission
	+ ensure business continuity,
	+ protect the health and safety of employees,
	+ manage and safeguard the infrastructure of information technology,
	+ manage the material office supplies and other goods and
	+ contact your designated people in case of emergency.
* Business operations:
	+ manage and protect 3DS’ assets (including any right to intellectual property)
	+ strategic planning, project management,
	+ manage the relationships between 3DS and its business partners & stakeholders (e.g. its suppliers, resellers, customers, potential customers), which includes, but is not limited to, the monitoring and management of (i) marketing activities (e.g., contacts, customer lists, system access rights, etc. ), (ii) sales (sales opportunities, commercial offers, orders, contracts, invoices, etc.), (iii) purchases (offers, orders, contracts, invoices, etc.), (iv) customers support services and (v) Research & Development activities (e.g. software development requests, incidents, quality, tests, manufacturing, etc.)
	+ gathering evidence in audits and other reporting tools,
	+ record keeping related to business activities,
	+ finance: budgeting, financial reporting and management,
	+ communications management,
	+ corporate reorganizations, mergers and acquisitions.
* Compliance with :
	+ 3DS internal policies
	+ Legal, contractual or administrative obligations or requirements (such as mandatory reporting requirements),
1. Independent contractors

In the course of the business relationship, 3DS processes Personal Data concerning independent contractors for the purpose of managing the business relationship between 3DS and the independent contractor, including but not limited to:

* personal descriptors (gender, name, date of birth, place of birth, address, email, address, etc.),
* employment (name of company, areas of expertise, references, etc.),
* education (educational background, diplomas, etc.),
* identification number,
* bank account number, and
* any other Personal Data as may be relevant for the purpose of managing the business relationship between 3DS and the independent contractor

Independent contractors may choose provide 3DS with additional Personal Data on a voluntary basis.

Purposes.

Contractor’s Personal Data is processed for implementation, compliance and control of the relationship between 3DS and its independent contractors , including certain of the purposes set forth above (to the extent applicable) as well as the following

* monitoring conduct and performance
* manage the relationships between 3DS and its business partners & stakeholders (e.g. its suppliers, resellers, customers, potential customers), which includes, but is not limited to, the monitoring and management of (i) marketing activities (e.g., contacts, customer lists, system access rights, etc. ), (ii) sales (sales opportunities, commercial offers, orders, contracts, invoices, etc.), (iii) purchases (offers, orders, contracts, invoices, etc.), (iv) customers support services and (v) Research & Development activities (e.g. development requests, incidents, quality, tests, manufacturing, etc.)
* Facilitate and manage communication with and between independent contractors, in particular 3DS’ collaborative web tools, mailboxes, and instant messaging solution and, in general, all forms of electronic and digital media and services used by employees in the course of their mission

**3. Personal Data processing and storage term**

Processing of Personal Data includes using, storing, recording, transferring, adapting, summarizing, amending, sharing and destroying Personal Data as necessary under the circumstances or as otherwise required by law. 3DS may require original documents containing Personal Data that verify employment eligibility and identification, which information may be processed in the same manner.

3DS will not process Personal Data in a way that is incompatible with the purposes for which it has been collected. To the extent necessary for those purposes, 3DS will take reasonable steps to ensure that Personal Data is relevant for its intended use, accurate, complete and current.

All Personal Data that has been collected will be stored for a limited duration that is relevant to the purpose of such collection and for so long as required by applicable law.

**4. Disclosure and Transfer of Personal Data**

As a global company, 3DS is able to leverage technology to efficiently manage employee Personal Data and obtain candidate applications online throughout its global operations. 3DS may provide access to Personal Data to 3DS personnel in other countries for the above purposes. This will involve the transfer of Personal Data in and outside the employees’ and independent contractors’ country. It might also be necessary to disclose Personal Data to suppliers, contractors or service agents providing services to 3DS in connection with the above mentioned uses. For example, subject to certain legal requirements, 3DS may use external service providers to collect, process and validate Personal Data. 3DS might also disclose Personal Data to satisfy the legitimate requirements of a third party which is considering acquiring some of 3DS' business operations.

Before sharing Personal Data concerning a European Union resident with a third party, 3DS will ascertain that the third party: (i) safeguards Personal Data consistent with this Policy; (ii) is subject to the European Union Privacy Directive; (iii) has certified compliance with the European Union and/or U.S. Safe Harbor Principles; or (iv) is subject to another European Commission adequacy finding.

With respect to Personal Data transferred from the European Union to the United States or other non-European locations, please note that 3DS subsidiaries who have received Personal Data relating to employees or independent contractors in the European Community have either: (i) checked that they were subject to another European Commission adequacy finding; (ii) self-certified that their privacy practices applicable to human resources administration adhere to the United States Safe Harbor Principles[[2]](#footnote-2); or (iii) signed a contract with 3DS which contains model contractual provisions issued by the European Commission.

Where 3DS has knowledge that an employee or internal contractor is using or disclosing Personal Data contrary to this Policy or applicable law, 3DS will take reasonable steps to prevent or stop such use or disclosure.

3DS will also disclose Personal Data to third parties if 3DS determines, in its discretion, that such disclosure is necessary to protect 3DS legal interests, such as in the following types of circumstances: (i) as a matter of law (e.g., to tax and social security authorities); (ii) to protect 3DS’ legal rights (e.g., to defend or prosecute a lawsuit or administrative proceeding); or (iii) in an emergency where health or security of an employee or an independent contractor may be endangered. These transfers may be transmitted over the internet, via mail, via facsimile, or by any other method that 3DS determines is appropriate and in accordance with applicable law.

## 5. Right of Access

3DS will take reasonable steps to ensure that the Personal Data collected is used for the purposes stated in this Privacy Policy and that such Personal Data is correct and up to date.

Pursuant and subject to the European Directive 95/46/C on personal data and privacy protection, as well as national provisions adopted pursuant to this Directive and other local applicable laws, employees and independent contractors can (i) access their Personal Data, subject to the principle of proportionality or reasonableness, or (ii) ask for the correction or update of their Personal Data, by notifying the local Human Resources Department or by sending an email to DS.PrivacyPolicy@3ds.com. 3DS will use reasonable efforts to correct any reported factual inaccuracies in Personal Data. Depending on the scope of the request, 3DS reserves the right to charge a reasonable fee to cover any out-of-pocket costs (such as copying fees) incurred in connection with such access and correction.

Employees and independent contractors should notify their local Human Resources Department concerning changes in Personnel Data, such as legal change of name, address, dependents, change of beneficiaries under benefit plans, and other such status changes.

3DS may deny access to Personal Data in limited situations as defined by applicable laws and regulations.

**6. Security of Personal Data**

3DS has in place reasonable safeguards with respect to the protection and security of Personal Data.

All Personal Data will be treated as confidential. Therefore, 3DS restricts access to such Personal Data to 3DS employees, independent contractors or agents who have a need to know such data in carrying out their mission in consistence with the purposes for which the Personal Data was collected or otherwise in furtherance of the performance of the duties at 3DS. All non-business related access and/or disclosures are prohibited. All the people who have access to Personal Data are bound by a duty of confidentiality.

Every employee must contribute to the confidentiality of Personal Data by respecting technical access and clearance processes and procedures. 3DS maintains reasonable physical, electronic, and procedural safeguards to protect Personal Data from loss, misuse and unauthorized access, disclosure, alteration and destruction. As part of those safeguards, 3DS employs technology designed to protect Personal Data during its transmission and prevent transmission errors or unauthorized acts of third parties.

Although 3DS has put into place reasonable safeguards to protect Personal Data, we recognize that there is no method of transmitting or storing Personal Data that is completely secure. If an employee or independent contractor has reason to believe that the security of his/her Personal Data has been compromised or misused, they should contact the local Human Resources Department for 3DS or, for the employees, their immediate supervisor.

**7. Dispute Resolution**

3DS will investigate and attempt to resolve complaints regarding use and disclosure of Personal Data in accordance with the principles contained in this Policy.

If the matter is not resolved through internal 3DS procedures, i.e. by contacting the local Human Resources Department for 3DS, then employees or independent contractors who are European Union residents may directly report the matter to the local Data Protection Authority (e.g., in France: the C.N.I.L). Non-European Union residents should follow local procedures for dispute resolution.

Unauthorized access to or misuse of Personal Data may be treated as serious offenses as required by local legislation and practice.

**8. Contact**

Any questions or comments concerning this Policy can be submitted to the local Human Resources Department for 3DS or by email to DS.PrivacyPolicy@3ds.com.

**9. Policy effective date and revisions**

This Policy is communicated to 3DS employees and independent contractors. Occasionally 3DS may update this Policy to accurately reflect any changes to its privacy practices or as required to comply with legal requirements. The most recent policy will be published and will reflect the effective date.

The effective date of this Policy is December 30th 2014.

1. For purposes of this policy, “independent contractors” mean contractors who have a @3ds.com email address [↑](#footnote-ref-1)
2. For information on the U.S. Department of Commerce Safe Harbor Program, please visit <http://www.export.gov/safeharbor/.> [↑](#footnote-ref-2)