

How to exercise your data protection rights?



Key data protection notions

Personal data	Any information which can be used to identify an individual, directly or indirectly when used in combination with others.
Processing	Any operation performed on personal data, such as collection, recording, organization, structuring, storage, adaptation or alteration, restructuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure, combination, restriction, erasure, or destruction
Controller	The natural or legal person which determines the purposes and means of the processing of personal data.
Processor	The natural or legal person which processes personal data on behalf of the controller.
Purpose	The reason(s) why the controller needs to collect and further process the personal data.



Capgemini Service SAS and/or affiliates of Capgemini SE (together referred to as “**Capgemini**”) collect(s) and further process(es) your personal data as a Controller or as a processor on behalf of a controller. In any case, you can contact Capgemini – following the procedure described hereunder – to exercise your data protection rights.



Please note that you can also file a complaint with a Supervisory Authority, and/or seek judicial remedy in court.



What are your rights?

You can request to exercise the following rights in relation to the personal data concerning you that Capgemini collects and further processes:

Access	You can ask Capgemini whether personal data concerning you are being processed, and where that is the case, you can request access to such personal data.
Erase	In some cases, you can request that Capgemini delete your personal data
Rectification	You can ask Capgemini to rectify, update or complete your personal data.
Objection	In some cases, you can ask Capgemini not to process your personal data.
Restriction	In some cases, you can ask Capgemini to limit the processing of your personal data to some purposes and subject to certain conditions.
Withdraw consent	You can withdraw your consent to the processing of your personal data even if you had initially granted such consent for Capgemini to process the personal data.
Portability	In some cases, you can ask Capgemini to provide you with your personal data in a structured, commonly used and machine-readable format; and/or to transmit those data to another controller.
Complaint	You can also submit a complaint if you consider that Capgemini is infringing applicable data protection regulation(s) or the BCR.



Please note that **these rights may be limited in some situations under applicable law.**

For instance, if granting you access to your personal data would reveal personal data about another individual; or if you ask Capgemini to delete your personal data while it is required by law to keep it.



Contact us

To exercise your rights, or if you have any questions or concerns related to our data protection policies, please contact us:



Using our dedicated [contact form](#)



By [email](#)



By [mail](#)

Full list of Capgemini offices available on our website.



By [phone](#)

Full list of Capgemini offices available on our website.

To allow us to properly address your request, please share the following information:

- Your full name***
- Your status (employee, applicant, etc.)
- Your email address or other preferred means of communication***
- Identity verification: you may be asked to provide suitable identification documentation.
- Country / Region
- The nature of your request***

** Without this information, Capgemini will not be able to address your request.*

How will Capgemini address your request?



Capgemini shall review and assess your request or complaint and address it without undue delay.



Capgemini processing data on behalf of its Clients

When Capgemini is processing Personal Data on behalf of its Clients (acting as Controller), Capgemini strongly encourages you to submit your request directly to the controller.

In any case, if Capgemini receives a request directly, it shall notify the data controller without undue delay according to the terms and conditions agreed between Capgemini and the controller.

Should Capgemini be instructed by the controller to handle your request directly, Capgemini shall follow the above-mentioned procedure in close coordination with the data controller.

