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Cegid HR Service Terms

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CONTENTS

Contents	2
1. Introduction.....	7
1.1. Objective of the document	7
1.2. Modifications to this Document.....	7
2. Support Description.....	8
2.1. Support Location	8
2.2. Support Contract	8
2.3. Access to the Application Resources	9
2.4. Support Section	9
2.5. Support Ticket Workflow between Customer and Cegid ...	10
2.5.1. List of Zendesk Status	10
2.5.2. Customer to Cegid HR Ticket Workflow	12
2.6. Contractual Definition of Anomalies & SLA Policy.....	12
2.6.1. Definitions.....	12
2.6.2. Cegid Standard SLA for Cegid HR.....	13
2.6.3. SaaS Availability	13
3. Maintenance Process in the Run Phase	14
3.1. Incident Management Procedures	14
3.1.1. RACI Matrix for Support Activities	14
3.1.2. Run phase Service Quality Control.....	14
3.2. Applicative Versioning and Maintenance.....	15
3.2.1. Version Management.....	15
3.2.2. Data-Centre Infrastructure Maintenance Periods.....	15
3.3. Crisis Management Procedure	16
3.3.1. Overview of Crisis Management Procedure.....	16
3.4. Contract Termination	17
3.4.1. Reversibility Plan.....	17
3.4.2. Data Destruction Policy	17
3.5. Request for Additional Services.....	17

3.5.1.	Advanced Services.....	17
3.5.2.	Credit-Based Services (Care+ or Punch cards)	18
3.5.3.	Premium Support	18
3.6.	Premium Support Governance	19
3.6.1.	Activity Follow-up Meetings.....	19
3.6.2.	Steering Committee	19
3.6.3.	Workshops	20
4.	Hosting Sites.....	21
4.1.	Hosting Locations	21
4.2.	Security and Confidentiality of Hosting Service Providers.....	21
5.	Technical Architecture	23
5.1.	Application Architecture.....	23
5.2.	Server and Network Architecture	24
5.3.	Technical Software Infrastructure	25
5.3.1.	Infrastructure Components	25
5.3.2.	Application Databases	27
5.4.	Multi-Customer Management.....	27
5.5.	Test Environment	28
5.6.	Mobile App.....	29
5.7.	Reporting/ Analytics.....	29
5.8.	Artificial Intelligence	29
5.8.1.	Model As a Service	30
5.8.2.	Speech to Text	30
6.	Access Management.....	31
6.1.	Application Access Security	31
6.1.1.	Candidate Front Office.....	31
6.1.2.	Back Office and Employee/ Manager Area	31
6.2.	Authentication.....	31
6.2.1.	Customer Responsibilities.....	31
6.2.2.	Authentication for the Candidate Front Office	31
6.2.3.	Authentication in the Employee/Manager Area	31
6.2.4.	Password Management.....	32
6.2.5.	Single Sign On.....	32

6.2.6.	Session Duration	32
6.3.	Cookie Policy	33
6.4.	Roles, Right & Accreditations.....	33
6.4.1.	Roles & Rights	33
6.4.2.	Accreditations	33
7.	Interfaces.....	34
7.1.	File Import/Export.....	34
7.1.1.	Operating Principles.....	34
7.1.2.	List of available Import/Export Formats.....	34
7.2.	Secure FTP Interface	35
7.3.	Application Programming Interfaces (API)	36
7.4.	Email Interface	37
7.5.	LMS Interoperability	37
7.5.1.	Virtual Classroom.....	37
7.5.2.	Learning Unit (pedagogical content).....	37
8.	Operations.....	39
8.1.	Operating Procedures.....	39
8.1.1.	Purge	39
8.1.2.	Scheduled Tasks (Batch Tasks).....	39
8.2.	Data Management.....	39
8.2.1.	Data Backups.....	39
8.2.2.	Data Encryption	40
8.3.	Administration and Supervision.....	40
8.4.	Business Continuity Plan	41
8.4.1.	Activity Recovery Plan (ARP)	41
8.4.2.	Application Activity Continuity Plan (ACP).....	42
9.	Regulations and Standards	43
9.1.	General Data Protection Regulation (GDPR)	43
9.1.1.	Coverage of GDPR Requirements applicable to all Personas	43
9.1.2.	Personal Data Management Module.....	44
9.1.3.	Coverage of GDPR Requirements specific to Candidates.....	44
9.1.4.	Coverage of GDPR Requirements specific to employees.....	45
9.2.	Web Content Accessibility Guidelines	45

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Auditor(s)

Date	Name, Function
15/12/2024	Stephan Latrille, R&D Director
15/12/2024	Gaëtan Audy, Solution Architect
15/12/2024	Vincent Barillère, Responsible Cloud Team

Approver(s)

Date	Name, Function
15/12/2024	Anne-Claire Porter-Guillaumet, Customer Care Director

15/12/2024	Cécile Tesson, Division Director
15/12/2024	Florian Cordel, Product Management Director

Distribution List

Person or Group
Cegid HR Customer
Cegid HR Internal

1. INTRODUCTION

1.1. Objective of the document

The Service Document is an integral part of the contract and explains the special provisions applicable to Cegid HR Services.

This document aims to describe the measures taken to ensure:

- The quality of the support provided by Cegid
- The quality of request follow-up and escalation processes during the post-project RUN phase.
- Support RACI
- Describe the technical architecture of the Cegid HR application, both for the shared client infrastructure and the client-specific infrastructure

This document is updated whenever the Cegid HR service's technical environment changes.

1.2. Modifications to this Document

Any modifications to the document will result in a new version of this document. Modifications are recorded and dated in the version history at the beginning of the document.

A minor modification will not necessarily result in a new version of the document being issued immediately. This modification will be incorporated in the next version of the document.

Any modification to the document must form part of the document and is equally binding on the parties.

Should the document be modified, the version published on the official Cegid website is the reference. The version attached to the customer contract serves to check that there is no regression as specified in the contract.

The document is reviewed at least once a year. This review may lead to a new version of this document.

2. SUPPORT DESCRIPTION

2.1. Support Location

Cegid HR Customer Care Support teams are based in France (Boulogne-Billancourt and Nantes), Netherlands (The Hague), Germany (Cologne), Denmark (Copenhagen), Sweden (Stockholm) and Canada (Montreal). Support requests can be made in French, English, German, Dutch, Spanish, Swedish and Danish.

Support tickets must be issued via the Help Center on the Cegid Talentsoft Community,(TS Community) an online support tool available to all customers with a support contract.

2.2. Support Contract

Cegid offers two types of support packages for Cegid HR :

Standard support package (included in the license):

- Create support requests via Cegid TS Community
- Access new product features via Cegid TS Community
- Access product documentation via Cegid TS Community
- Participate in best practice workshops led by the customer community.

Premium package (available as an option):

- Dedicated Cegid HR consultant
- Contextualized demos of new features
- Steering committee
- Service commitment tracking indicators.

The Support can only be insured by Cegid if:

- The administrators have been fully trained in the use of HR modules.
- The Nominal Service is used on equipment that complies with Cegid's Technical Requirements

If there is a change in administrator during the Run phase, it is of the responsibility of the customer to ensure they are fully trained to have access to the ticketing tool.

If it turns out that this is not the case, access to the ticketing tool, after prior notice, may be suspended by Cegid with immediate effect, without the Customer being able to claim any compensation or any reimbursement of sums already paid under the Contract.

In addition to these two types of support, customers in Run phase have access to Product Training via the Talentsoft Academy, and a wide range of service offerings which can be ordered after the project phase known as "Advanced Services" or "Care+ or Punch cards" (credit-based services).

Summary of our Service offerings in Run phase:

ACCOMPAGNEMENT CONSULTANT PREMIUM	ADVANCED SERVICES	CARE +	TALENTSOFT ACADEMY
<p>Premium consultants are responsible for maintaining your management solution in operational condition (upgrades & application maintenance). They ensure your solution keeps pace with your company's needs. They also support you in the use of your solution's application functionalities and during your various campaigns, all via a defined governance.</p>	<p>Support services to enable you to adopt best practices for using your solution and develop your usage</p> <p>Product adoption</p>	<p>An additional service to cover your needs not covered by the standard support package.</p> <p>Your Customer Care team is extending its services to provide you with even more support.</p>	<p>Do you need to improve your skills on the Talentsoft software suite?</p> <ul style="list-style-type: none">• E-learning tutorials• Interactive exercises• Downloadable summaries• Blended learning courses

2.3. Access to the Application Resources

The Talentsoft Community is a collaborative space where you can connect and collaborate with over 6,000 HR experts. It's also a go-to resource via the Help Centre for product articles, tutorials and guides, and other informative content as well as our latest HR news, features, forums, and events. The Customer will be able to access a knowledge base listing the most frequently asked questions and the answers provided. It is also the point of entry in declaring support tickets via the Help Centre.

The documentation is classed by Cegid HR module.

The search functionality carries out searches through all available resources.

Customers can provide access rights to the Cegid HR document database for one or more users. The Community user guide is accessible online on the TS Community.

Any access to the client's proprietary data will only be made with the client's authorization through Zendesk support tickets for our Cegid HR solution. (Checkbox on the support ticket).

2.4. Support Section

Support tickets are issued through the Help Centre section of the Talentsoft Community, a support tool available to all customers administrators.

Support can only be provided by Cegid on the condition that the administrators have been adequately trained and are autonomous in using the solution.

The requests are recorded to ensure traceability and processed according to their degree of criticality. It is the customer's responsibility to submit his requests. To create a new ticket, the forms are available:

- At the bottom of each article
- At the bottom of the Help Centre Page
- On "My Activities" page

TS Community is accessible 24/7; requests are processed by a functional team, Monday to Friday from 8:30am to 6:30pm CET and 9am to 5pm EST. This tool is compatible with either Google Chrome or Microsoft Edge. Browsers such as Firefox do not support all Community pages features and slow loading page, or invalid page issues may be encountered.

To facilitate the execution of the Support, when submitting requests, administrators must specify the following information to allow Cegid to reproduce and qualify the possible incidents brought to his knowledge:

- Type and severity of the request,
- Detailed description of the context,
- The click path taken to generate the anomaly with brief description of the problem,
- Full screen shot/video with date and time of the incident,
- Number of users impacted and their identity.

“Anomalies” are described in section 2.6.

“Configuration requests” involve technical or functional actions that the administrator does not have the necessary access to carry out.

“Question” type tickets are all requests of an educational nature or resulting from a requalification.

Cegid gives itself the right to requalify tickets whose “Type” has been incorrectly used.

Upon ticket closure, a satisfaction survey is sent to the customer to obtain his feedback and improve our service quality.

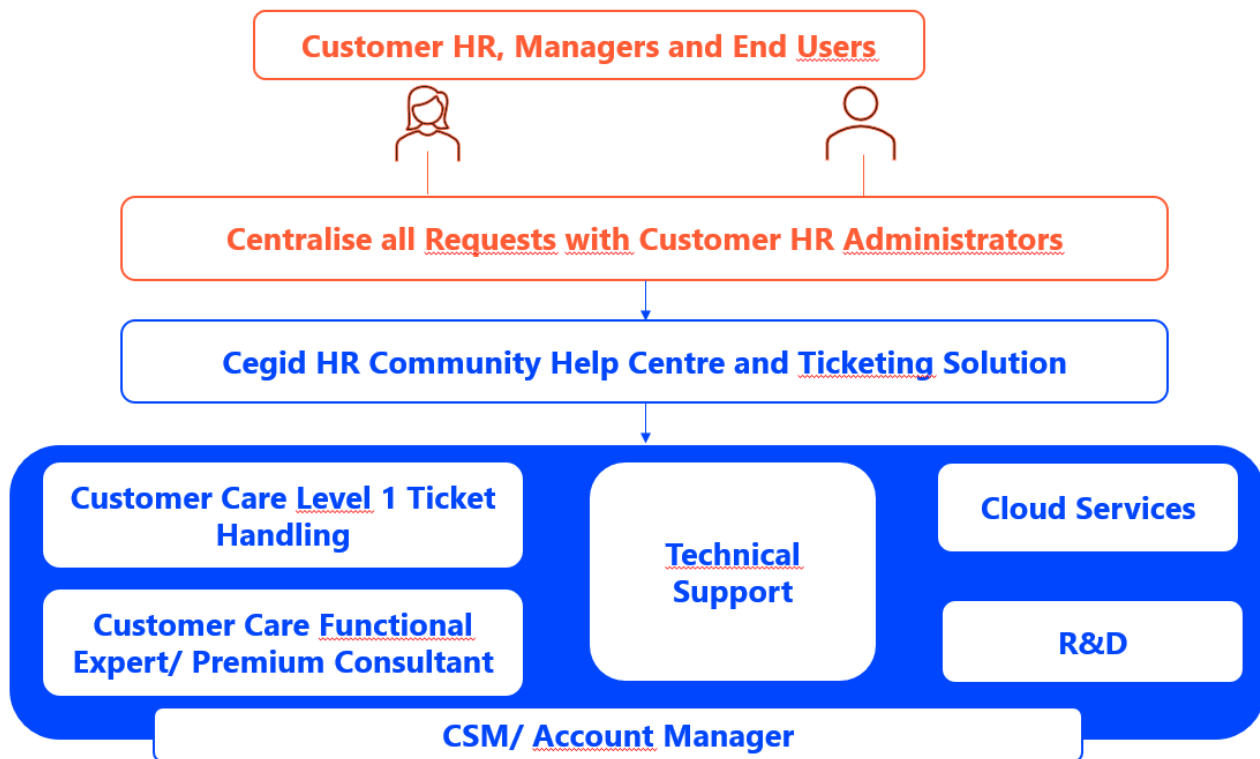
2.5. Support Ticket Workflow between Customer and Cegid

2.5.1. List of Zendesk Status

The table below explains the different Zendesk (ticketing tool) statuses with the corresponding owner for the progression of the ticket.

Status	Definition	Owner
New	The ticket is created by the customer and sent to Cegid. This status is automatically updated by Zendesk upon creation of the ticket.	<i>Cegid</i>
Open	The ticket is being progressed by Cegid. This status is automatically updated by Zendesk as soon as there is an owner assigned or the customer has added a comment.	<i>Cegid</i>
Pending	The ticket is being progressed by the customer. This status is updated by Cegid when a response or complementary information is required from the customer. The ticket will automatically be closed after 28 days and 2 reminders if no response from the customer.	<i>Customer</i>
On Hold	The ticket is being progressed by Cegid. The ticket is being analysed and/or processed by the technical support or R&D.	<i>Cegid</i>
Awaiting Delivery	The ticket is awaiting the deployment of a patch/ bug fix.	<i>Cegid</i>
Awaiting Approval	The ticket is being progressed by the customer. This status is updated by Cegid when validation is required by the customer. The ticket will automatically be closed after 28 days and 2 reminders if no response from the customer.	<i>Customer</i>
Validated	The ticket is solved. This status is automatically updated when the proposed solution is validated by the customer.	<i>Customer</i>
Closed	The ticket is closed: when validated by the customer (automatic update) upon manual closure request by the customer to Cegid automatically after a certain period if there is no activity on the ticket, regardless of its status: Awaiting Approval: Closed after 28 days (2 reminders) Pending: Closed after 28 days (2 reminders)	<i>N/A</i>

2.5.2. Customer to Cegid HR Ticket Workflow



2.6. Contractual Definition of Anomalies & SLA Policy

2.6.1. Definitions

An anomaly is any failure, incident, malfunction, or abnormal behaviour, one that differs from the expected behaviour as documented by the solution. The complete or partial unavailability of the application, or degradation of performance, which disrupts or interrupts the use of the solution is also considered an anomaly.

There are three types of severity:

Blocking anomaly:

- Malfunctions making it impossible to perform essential tasks, leading to a cessation in HR business activity.
- Malfunctions that do not have any means of circumvention.
- Interruptions in feature testing, and, specifically, anomalies that:
 - Alter data or their consistency.
 - Block the flow of business processes.
 - Produce unexploitable results for business processes.

Major anomaly:

- Malfunctions making it impossible to perform a task, but for which workaround solutions exist:
 - System can be used albeit with decreased operating quality.

- The anomaly disrupts carrying out the action but does not stop users from being able to test the other functions.

Minor anomaly:

- Malfunctions with available workaround solutions, and that do not impact other features:
 - Impact on the use of the application is insignificant. Examples: anomalies that alter the system's ergonomics.

2.6.2. Cegid Standard SLA for Cegid HR

Anomaly resolution times

SLAs depend on the severity level of the anomaly, as defined by the customer:

	SLA in working hours	SLA in working days
Blocking	15 hours	1,5 days
Major	50 hours	5 days
Minor	100 hours	10 days

Working hours for Cegid HR's Customer Service team are Monday to Friday from 08:30am to 6:30pm CET and 9am to 5pm EST.

SLAs begin the moment incidents are submitted via TS Community during opening hours or next start of business. The support period ends once Cegid confirms a definitive solution or workaround.

The time taken to process the ticket from 'Pending' and 'Awaiting Approval' is deducted from the total processing time.

SLA period = (Date solution or workaround accepted - Creation date) - Amount of time during which the ticket was 'Pending'.

The SLA price is included in the license subscription price.

2.6.3. SaaS Availability

Cegid undertakes to measure its service standards outside the scheduled maintenance period, using the following indicator:

Definition: Measures overall service availability using the cumulative total downtime over six months (7/7 – 24h/24)

Indicator objective: 99.5% availability (contractual agreement)

Availability calculation (%)

$$\left[\frac{\text{Max. availability over 6 months}}{\text{max. accessibility over 6 months} - \text{Inaccessibility time (mins)}} \right] \times 100$$

*Total number of minutes of availability over 6 months = 60 mins x 24 hours x 30 days x 6 months = 259,200 mins

3. MAINTENANCE PROCESS IN THE RUN PHASE

3.1. Incident Management Procedures

Support requests follows the procedure mentioned below. Depending on the type of request, steps 2 to 5 may be the workflow's final steps.

Step	Act	Action
1	Customer	Create the request
2	Level 1 - Customer Care	Classify request / Gather complementary information
3	Level 1 - Customer Care	Qualification of complex subjects
4	Level 2 - Technical Support	Technical Analysis
5	Level 3 - R&D	Corrective Action
6	Level 1 - Customer Care	Resolution confirmation

3.1.1. RACI Matrix for Support Activities

- **R:** *Responsible*
- **A:** *Accountable or Approver*
- **C:** *Consulted*
- **I:** *Informed*

Activities/ Actors	Client Administrator	Customer Care Cegid Level 1	Customer Care Cegid Level 2	Level 3: Product/ Technical Support/ Production	Customer Care Manager/ Customer Success Manager
Declaration of requests	R, A	I, C			
Process incident	C, I	R, A	C	C	C
Test, Validation of the Resolution	R, A	I			
Crisis Management	C, I	R	C	C	R, A

3.1.2. Run phase Service Quality Control

There are several control measures to guarantee the quality of service:

- Weekly KPI reviews by Customer Care management with improvement plans and action follow up.

- Customer satisfaction survey reviews and improvement plans
- Daily review of ticket queues
- Preventive alerting rules when potential customer escalations or SLA breach identified in the ticketing tool
- Weekly operational review committee with Customer Service and R&D management

3.2. Applicative Versioning and Maintenance

Each week, Cegid performs a version upgrade for Cegid HR which involves the delivery of patches and new features.

Each development is tested by the engineer in charge before being compiled in a version. A rigorous qualification process is used for each version before deployment. Cegid uses more than 25,000 automatic tests that must be successfully passed before the new version can be presented to the deployment committee. The Customer Service Management has final approval rights for deployment to production.

Versions go online each Monday evening after 6pm CET, without failure. Test and Production environments are both deployed at the same time.

3.2.1. Version Management

New versions of the Cegid HR application are released on a weekly basis.

Cegid publishes the documentation corresponding to the new feature(s) on the TS Community.

By default, new features are delivered in deactivated mode. They can be activated by issuing a request to Cegid Customer Care or by activating the new rights or configuration in the software.

Documentation on each newly delivered and deactivated feature is published the same day the feature is made available online, at the very latest.

Cegid Product teams may decide to deliver, directly in production, long-awaited features, or features that will significantly improve the software's use or functioning. In this case, the documentation is transmitted before it is made available online. If, for technical reasons, a major feature that impacts the application's ergonomics or operation needs to be delivered directly in production, relevant documentation is transmitted before it is made available online. A reminder is sent out one month before the feature is made available online.

3.2.2. Data-Centre Infrastructure Maintenance Periods

Monday to Friday mornings:	Daily restart 7am
Saturday mornings:	6 am – 8 am CET (with potential production interruption)
Monday evenings:	6:30pm – 7:30 pm CET (weekly release, with short production interruption to restart the application)

The planned maintenances are communicated on the TS Community, a minimum one week prior to the date, in the section « IT Maintenance and Outages ».

3.3. Crisis Management Procedure

The objective of the crisis management process is to prevent and lessen the damage of the crisis by triggering an efficient and regular follow-up of actions, which cannot be dealt through standard processes to solve the crisis rapidly.

Cegid's crisis management procedure includes managing all types of incidents, including those that impact service and security alerts. The procedure includes an escalation process that can take the incident up to Cegid's executive management. The crisis management procedure is organised around a single interface created by the Customer Service team.

The crisis management processes are triggered in the following circumstances:

- In case of force majeure, a blocking incident where a workaround or corrective has not been provided within a reasonable period or prolonged downgraded situations over an unacceptably lengthy period: **ORANGE CODE**
- Widespread blocking incident or degraded situation: **RED CODE**
- All security alerts (known or potential) that jeopardise customer data: **BLACK CODE**

3.3.1. Overview of Crisis Management Procedure

The first action is to trigger the creation of a crisis unit named « war room ».

The latter identifies the customers that are potentially impacted and establishes a communication plan to inform the impacted customers.

In the case of a confirmed Black Code, Cegid's crisis unit is activated and managed by the DPO and ISSM. The unit identifies the customers that may be impacted and communicates with them via representatives who are designated as security representatives (ISSM or equivalent).

In other situations (Red Code and Orange Code), the crisis unit includes, but is not limited to, consultant(s) in charge of the incident, Incident manager, Customer Service managers, the Cegid ISSM representative or a member of their team, a Cloud Services representative, and a representative from R&D. The crisis unit works in the same way as for incident management. Thus, regular communication, resolution and post-crisis feedback procedures are all implemented.

The unit is dismantled once the issue is completely resolved, customers are informed of the resolution and for code reds the incident report are created. The incident report is comprised of a summary of the incident, the analysis with root cause, corrective actions, and possible preventive measures. Cegid management then carries out an analysis and improvement (if necessary) action plan based on incident teachings.

The crisis management process includes regular communications to Cegid management and executive management when necessary.

3.4. Contract Termination

3.4.1. Reversibility Plan

The contract states that the data stored in the Customer's database belongs to the Customer (see subscription contract). If contractual relations cease, and no later than sixty days from the date on which contractual relations cease, Cegid transfers back to the Customer all data and information received from the Customer as part of the performance of this contract. To enable the Customer to exploit the data in question, the data is transferred back in '.csv' text format without any alteration of the logical structure of this data.

Cegid undertakes to provide the Customer with information on the meaning of columns and links between the data from different files, enabling the Customer to exploit the returned data.

Cegid undertakes to not keep copies of the Customer's data and shall not use the data for any purpose whatsoever.

- Upon reception of the customer's request, a conference call is organised between the Customer Success Manager, the customer or their representative, and the Customer Service. This meeting aims to present the data transfer file format and transfer procedures (SFTP/customer file transfer tool). During this meeting, a data is scheduled for data transfer.
- Once the data transfer date is set, the Customer Service provides the customer with the data transfer files. The customer formally acknowledges receipt of all data. Once received, Cegid shuts down the customer's version of the application and destroys all backups.
- The Customer Service provides the customer with a certificate of destruction.

3.4.2. Data Destruction Policy

In case of contract termination or a change in software platform, Cegid agrees to delete all customer data (including the database, URL, and backups). Upon request from the customer, Cegid will provide a statement of data destruction. Data is deleted 60 to 90 days after the contract is terminated.

3.5. Request for Additional Services

3.5.1. Advanced Services

The customer may, at any time, issue a request for additional services. This request can be made via a TS Community ticket or via the Customer Success Manager/ Sales representative. Cegid provides the corresponding quote within 15 business days.

For more complex requests, a conference call may be scheduled with the services team before delivering the quote to the customer.



3.5.2. Credit-Based Services (Care+ or Punch cards)

Within the support provided by the Cegid HR Customer Care, some actions fall outside the scope of the standard support that we can offer you.

These actions can be carried out through an **Advanced Services**. Advanced services are for a minimum of one day.

If you have a punctual functional or technical need, requiring only one to four hours of service, you can use a Credit-based Service. Service credits are a set of credits that can be used throughout the year, depending on your needs.

A service can require several credits. The service is performed by functional or technical consultants. You can subscribe to a package of days (punch cards). Service credits through Punch Cards are sold per day and can be used per day or per hour.

If you already have service credits, and your request is outside the scope of standard support, the Customer Care consultant will tell you that your request can be carried out as part of a Punch Card/ Credit based service, requiring the use of 'x' credits. As soon as you validate, the service can be carried out.

If you do not have service credits, you can contact your Sales representative or Customer Success Manager, for more information.

3.5.3. Premium Support

A request for this service can be made by contacting your Sales representative or CSM.

Premium Support is a reinforced support service, provided by a team of consultants who are experts on the solution. They master their customer's set-ups and are expert in their attributed customer's context and strategic challenges.

The service is complementary to the standard support and is structured around 4 axes:

- Facilitate customer's day to day administration by creating a close relationship and regular follow-ups with customer's administrators.

- Ensure the customer makes the most of his solution by ensuring the right level of information, training and advice is given.
- Manage the quality of service and the customer's HRIS projects in Run phase by animating committees, advise in the decision-making and action plan monitoring.
- Monitor and scale specific integrations by establishing dedicated technical governance.

3.6. Premium Support Governance

Cegid holds recurring committee meetings to maintain Premium support partnership and ensure a high-quality level of service in the Run phase.

3.6.1. Activity Follow-up Meetings

Frequency: Once a week or bimonthly (depending on the customer scope)

Objectives:

- **Facilitate your day-to-day administration.**
by creating a close relationship and regular follow-up with the administrators
- **Ensure a close relationship with Cegid technical teams and/or third parties.**
by providing contextual elements to your requests
- **Take care of your specific needs**
by carrying out the necessary investigations on your most complex tickets

Participants:

- Cegid: dedicated consultants
- Customer: Central administrator's

3.6.2. Steering Committee

Frequency: Quarterly or Semesterly (depending on the customer scope)

Objectives:

- **Contribute to your strategic issues.**
by presenting KPIS, analysing past and future periods and planning major actions
- **Sharing the Cegid HR vision**
by presenting product information or news/updates on roadmap
- **Engaging the whole ecosystem**
- **Monitor the quality of service according to your HR issues.**
by facilitating decision-making and monitoring operational action plans

Participants:

- Cegid: Dedicated consultant, Customer Success Manager, Account Manager
- Customer: Central administrators, HR and/or HRIS sponsor

3.6.3. Workshops

Frequency: Package of days to be consumed within 12 months depending on functional scope covered by Cegid HR.

Objectives:

- Presentation and explanation of new features in customer context on acquired modules
- Focus on a key feature requiring specific training
- Best practices sharing
- Workshops for configuration optimization (technical and/or functional)

Participants:

- Cegid: Dedicated consultant, technical and/or functional Expert if necessary
- Customer: Central administrators sponsor, key user if relevant

4. HOSTING SITES

4.1. Hosting Locations

Cegid currently has several data centres worldwide to grant our clients access to the Cegid HR application and comply with data-privacy regulations in their native countries.

Geographical area	Country	Primary location (secondary location)	Provider
Europe	France	France Central - Paris (France South - Marseille)	Microsoft Azure France
Europe	Germany	Germany West Central - Frankfurt (Germany North - Berlin)	Microsoft Azure Germany
Europe	France	Strasbourg (Roubaix/Gravelines)	OVHcloud
North America	Canada	Canada Central - Toronto (Canada East - Quebec City)	Microsoft Azure Canada
North America (existing customers only)	USA	Dallas	IBM SoftLayer
South America (existing customers only)	Brazil	São Paulo	IBM SoftLayer
Asia (existing customers only)	Singapore	Singapore	IBM SoftLayer

4.2. Security and Confidentiality of Hosting Service Providers

Cegid assesses and selects the hosting centres according to stringent security, confidentiality, quality, and availability criteria. Having several centres available allows Cegid to be more responsive in setting up new client instances, to share risks and workloads across several suppliers and to increase our capacity rapidly and independently.

Cloud provider and Cegid are bound by a contract that includes a confidentiality clause. The list of people authorised to access the data is reviewed regularly.

Cegid's legal structure is based in France, and Cegid HR's data centres for European customers are based in the European Union. Cegid guarantees that the database is and will always be in Europe for all European clients. This guarantee also applies to backups.

Therefore, Cegid can guarantee complete protection from the US Patriot Act to all clients who wish to protect themselves against it.

Cegid's hosting centres have the following features in common:

- Data centres designed with high levels of redundancy for extremely high-availability solutions (Tier 3 or equivalent)
- A high-speed communication system built on a network of fully redundant, long-distance fibre optics
- The highest standards of active security
- Ongoing concern for energy efficiency and the minimisation of any environmental impact.

The data centres used by Cegid possess strong certifications, to have more information, please refer to this documentation:

- Microsoft Azure: <https://learn.microsoft.com/en-us/compliance/regulatory/offering-home>
- OVH: <https://www.ovhcloud.com/en/enterprise/products/hosted-private-cloud/safety-compliance/>
- IBM Softlayer: <https://www.ibm.com/cloud/compliance/global>

5. TECHNICAL ARCHITECTURE

The Cegid HR application is based on a three-tier architecture:

- User workstations use of a web browser and must have internet access
- Application servers respond to https requests
- The data servers are only accessible from the application servers. They host the database search engines as well as client data.

The underlying principles of the Cegid HR technical architecture allow for:

- Segregation of clients for the purposes of security, confidentiality, and availability.
- A high level of customisation of each client environment without impacting other clients and maintaining the uniformity of the software package at the same time.
- Hosting in data centres which meet Cegid's requirements.

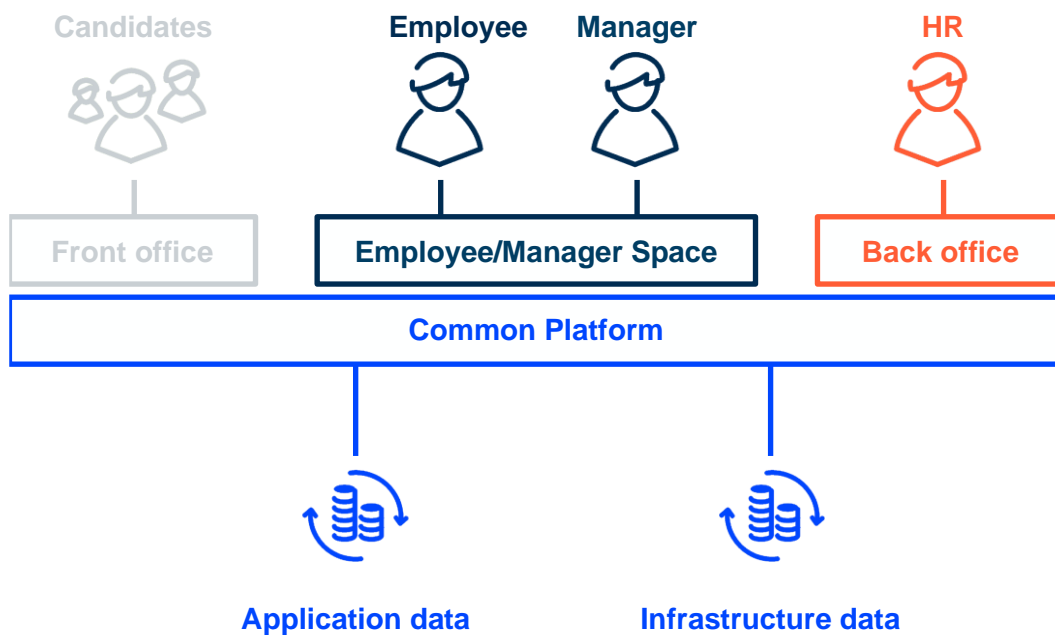
Although Cegid HR's architecture allows for many options, some of them are not available when using Plug & Play or Adjust & Play project methodologies, also some of them are not available based on the functional scope. These methodologies rely on a short implementation time and reuse of default settings for most aspects of the solution. The native settings of the Plug & Play and Adjust & Play methodologies are described in the commercial offer.

5.1. Application Architecture

The Cegid HR solution is composed of several logic units that are all integrated into one application:

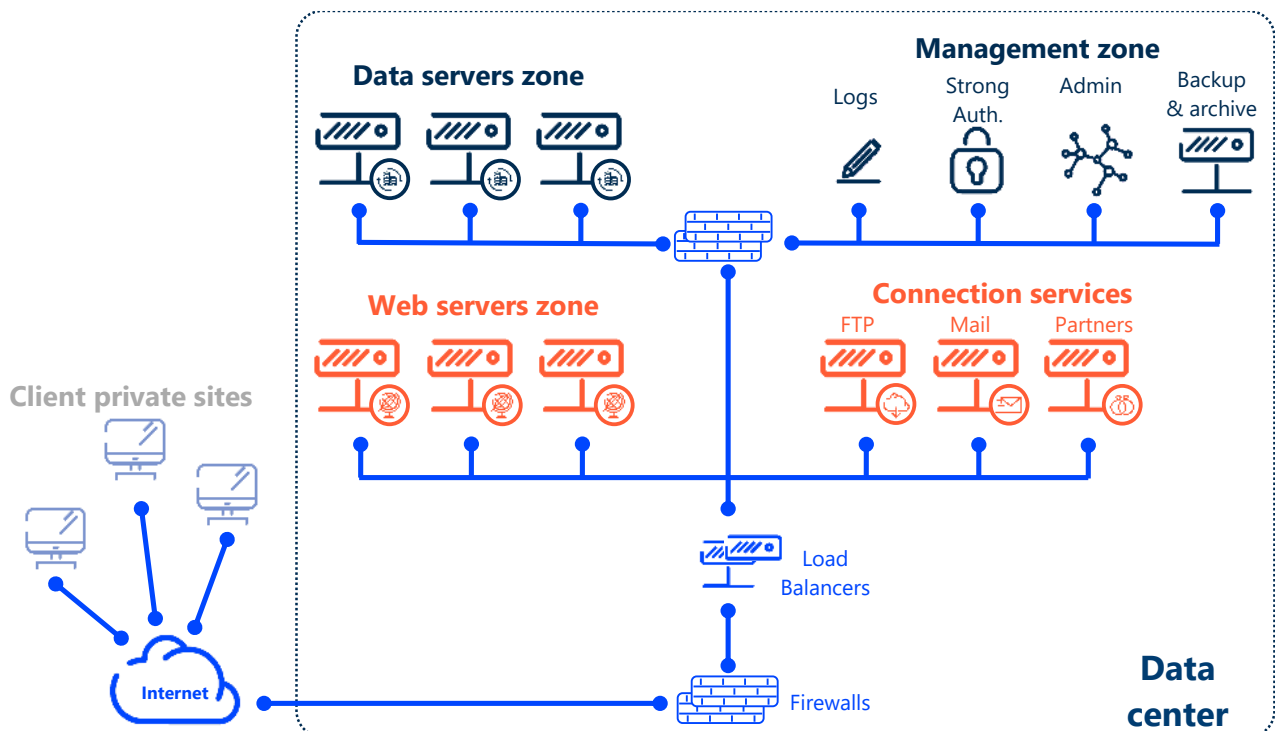
- A personal area. This is the part used by employees and managers. This area makes it possible to access personalized indicators, act when necessary and to navigate the whole application.
- A back-office. This part is mainly used by HR teams. The back-office is used for all talent-management processes: recruiting, appraisals, mobility, compensation, training, employee reviews, etc. The back-office is sub-divided into two large groups: the talent acquisition back-office, and the talent management back-office.
- One or more front office(s). Front offices enable candidates and employees to view employment vacancies, apply and submit their CVs, manage their applications, and subscribe to mailing lists. It is possible to implement several Front Offices that correspond to several Internet or Intranet portals, each having different functionalities and graphic charters.
- All the information can be constituted within a common database in the Core HR module.

The front office is an independent block as it is exposed to the public internet and is generally part of a company web site. It can therefore be re-configured and personalized for the client. It is, however, linked to a back-office to manage candidates, vacancies and applications.



5.2. Server and Network Architecture

Here is a diagram of the architecture implemented for application hosting:



The virtualization technology used depends on the data centre: VMWare is currently used in our Private Cloud OVH Cloud, while our Public Cloud Azure offering is based-off Azure virtual machines.

All the Web servers are provided with advanced load-balancing technology. All database servers are set with synchronous replication using 'Always On Availability Group' features of the Microsoft SQL Server. "Data-Learning" data servers are set to be standalone servers.

The storage and archiving area are physically separated from the production area. The administration area is only accessible by authorized Cegid HR administrators, after a series of 2 firewall filters and a strong authentication sequence. Each administrator uses a named account.

Only web servers have access to data servers, which are therefore inaccessible from the Internet.

5.3. Technical Software Infrastructure

5.3.1. Infrastructure Components

The employee and candidate management solution were developed on a Microsoft .NET platform. It draws on all the Microsoft technical architecture: Windows Server Operating System, SQL Server database, IIS application server, C# programming language.

The training design and publication solution (LMS/LCMS) is based on LAMP (Linux/Apache/MySQL/PHP) architecture, as well as a data structure managing training media.

Here is a summary of the main infrastructure components for the current product version:

For .NET modules:

Component	Product	Version
Server operating system	Windows Server	2019-2022
Internet Server	IIS	10.0
Application Framework	.NET	4.8.x
Database engine	SQL Server	2022

Concerned: Core HR/HUB, Talent Management, Compensation, Training, Recruiting, Continuous Conversation and Cegid HR technical departments, Federated identity

For. NetCore modules:

Component	Product	Version
Server operating system	Kubernetes	1.28
Internet Server	Nginx	1.21.6.x.
Application Framework	.NETCore	From 3.1 to 7
Relational Database engine	SQL Server	2022
Non-relational database engine	ElasticSearch	8.14.x

Concerned: AgencyPortal, Talent Match, Talent Profile

For PHP modules:

Component	Product	Version
Server operating system	Linux ubuntu	20.04-22.04 LTS
Internet Server	Apache http server	2.4
Application Framework	PHP	7.4
Database engine	MySQL	8

Concerned: LMS, LCMS

Cegid HR's architecture means different blocks of the above application architecture can be installed on the same physical site or on different sites while also maintaining unity of data and processing. This allows distribution the processing load within the client application beyond the natural load balancing that a shared infrastructure would bring.

5.3.2. Application Databases

A Cegid HR application is based on a group of databases.

Technical databases that do not contain user data:

Database	Usage	Instances
Main-Tenants	Database that lists all 'tenants' in a physical site	One database per data centre

Databases containing user data:

Database	Usage	Instances
Data-Candidates	Database containing mainly data linked to the Talent Acquisition module: the candidate pool, vacancies, applications and their attachments.	One database per client
Data-Employees	Database containing mainly data linked to the following functional modules: Core HR / Hub Talent Management Talent Review Compensation TMS (Training administration)	One database per client
Data-Learning	Database containing mainly data linked to the following modules: LMS (training results) LCMS (training content)	One database per client
Data-OKR	Database containing mainly data linked to the following module: Continuous Conversation (e.g. Key objectives)	One database per data centre with logical client isolation
Data-File	Datastore containing all attachments (files)	One datastore with logical client isolation
Data-Skills	Database containing all skills definition	A database with logical client isolation

5.4. Multi-Customer Management

The Cegid HR application is available in the form of web sites. Each client has its own sub-domain which can be served by a unique or shared instance of web server. In this way the product has a

multi-tenant software architecture, and all the sub-domains point to the latest version of the application. Each tenant has its unique domain (or a few unique domains) that are matched against a unique tenant ID.

Although the product architecture is purely multi-tenant in all cases in the web server (software) layer, multitenancy management in the database layer can vary, with different patterns used depending on the module. For core databases (Data-Candidates, Data-Employees, Data-Learning) containing most of the individual information, multi-tenancy is very limited as each customer has its own database, co-hosted on shared SQL servers. In this case, the web server will connect to the tenant database to answer a request. The main reasons for this choice of architecture are:

- Easier management of data security and confidentiality
- Easier backups and restorations.
- Ability to customise the behaviour of each client application instance even though the same product is implemented for all clients

For the Data-OKR, Data-File & Data-Skills databases however, the architecture is different, and many customers can share the same database. In this case, the web server will connect to the same database for many clients and the software component responsible for tenant isolation will restrict all requests to the database to the tenant data.

In addition:

- There are no tenant-superseding accounts, meaning that all accounts used to access a module data through the UI needs to be registered in the tenant's databases account management to be used, including service accounts used by Cegid personnel to administrate the environments.
- Tenant data is not encrypted on default, but full encryption of the database can be activated as an additional service. Cegid provides upon request software data encryption of the database.

Cegid offers on request and part of an additional commercial agreement a dedicated server environment, which is a complete isolation of customer data on a dedicated database server.

5.5. Test Environment

Each client is provided with a production URL and a test URL.

Testing environment is installed and managed as an environment that is separated from the production environment. It is managed as if it was the environment of a different client.

Test environments are used to test new functions before they are activated in production, or to test an action. Data in the test environment are a copy of the production data from a given time and are consequently older.

By default, all data on a testing database are anonymous. If the client makes a support request, Cegid can update the test data using the production data (without attachment and with an appropriate level of anonymization).

Test environments are not as available as production areas. Furthermore, Cegid reserves the right to interrupt these environments momentarily to carry out various tasks (installations during working hours, for example).

Other environments can also be added, for example: a second test environment, a training environment, etc. The implementation of this service is not included in the standard and is subject to an additional commercial agreement.

5.6. Mobile App

The Cegid HR mobile application is available on two mobile platforms: Android and iOS. The application can be downloaded in their respective app stores.

The access to the mobile app can be done either by scanning a QR code or using a manual code.

Both codes are shared with the clients' system administrator upon request after activating the mobile application in the client tenant. Single Sign On is supported under the condition that the client has implemented an Identity Provider.

The Cegid HR Mobile app only provides a presentation layer. This means that no data is stored on the mobile device, except some information such as first name, last name, e-mail address. Personal data are stored in Cegid HR's data centres and are accessed in real-time through APIs.

5.7. Reporting/ Analytics

All modules share a reporting capability allowing report management, either directly in the user interface or by generating CSV, Excel or PDF files depending on the report. All modules also share an Analytics module which allows the user to explore Cegid HR data through a multi-dimensional cube.

The analytics features are provided through a MS SQL Analysis Services infrastructure. This infrastructure is multi-tenant, and each client has their own data cube within a shared MS SQL A.S. engine. Analytics data are kept in the same data centre as operational data. Cegid complies with local data protection regulations in the same way for analytics and operational data.

The Talent Acquisition module also uses Microsoft Reporting Services to manage reports. This product is part of SQL Server. Reports are accessed from the application according to the rights given to the connected user.

5.8. Artificial Intelligence

Our AI components leverage two types of functionalities, "Model as a Service" (LLM models) and "Speech to Text" (Transcription), relying on components from MS Azure or services owned by Cegid.

The "AI" functionalities can be activated or deactivated upon request at any time through your Customer Care.

A feasibility study will be necessary to determine your eligibility. This activation will concern all employees, and it will not be possible to define granularity by user.

5.8.1. Model As a Service

We use Azure services to access artificial intelligence models. These models are operated and hosted in Microsoft data centers. We use both language models (LLM) and embedding models. The reference of the models used evolves to keep up with the state of the art in technology.

For information:

- Language models (LLM) are the technical components used to produce textual answers from textual questions, similar to ChatGPT.
- Vectors are texts transformed into geometric representations facilitating semantic similarity searches.
- Embedding models are algorithms for transforming text into vectors.

The data used by the models' transits and is not saved in the MS Azure service. The data generated by the models is not saved unless accepted by the user; in that case, it will be saved in the segregated databases of our application.

GDPR issues related to this technology are considered by Cegid as part of "by design" and "by default" development measures.

5.8.2. Speech to Text

We use the "Speech to Text" service from Azure to enable the extraction of text from voice recordings dictated by the user.

The data used by "Speech to Text" transits and is not saved in the MS Azure service. The data generated by the models is not saved unless accepted by the user; in that case, it will be saved in the segregated databases of our application.

GDPR issues related to this technology are considered by Cegid as part of "by design" and "by default" development measures.

6. ACCESS MANAGEMENT

6.1. Application Access Security

6.1.1. Candidate Front Office

The Candidate Front Office applications are exposed and accessible via the Internet.

6.1.2. Back Office and Employee/ Manager Area

Several access methods are possible:

- Application exposed and freely accessible via the Internet;
- Access to the application can be limited for specific groups of IP addresses. All accesses outside this defined group of IP addresses will be forbidden.

6.2. Authentication

By default, Cegid HR authentication is performed via the entry of a login and password.

6.2.1. Customer Responsibilities

Customers are responsible for their own password policy. However, we inform that the following policies may lead to serious privacy law infringement (such as GDPR):

- Reusing/cloning passwords;
- Use of an algorithm to build the passwords;
- Use of a password known by more than 1 person;
- Use of leaked passwords or "easy to find" passwords such as "Admin1234." Or "AZERty12@";
- Set the complexity under what's recommended by the CNIL : https://www.cnil.fr/sites/default/files/atoms/files/recommandation_passwords_en.pdf

In such cases only the customer would be responsible before the possible incident and his consequences.

6.2.2. Authentication for the Candidate Front Office

Candidates must enter their email address and an associated password (which they must confirm) to create a personal space which, they can return to later. There is a 'forgotten password' option. The password must contain at least 5 characters.

6.2.3. Authentication in the Employee/Manager Area

Several authentication mechanisms are available for users working with the company.

- Via Cegid HR login and password
- By Single Sign-on.

It's possible to use several authentication methods on the same platform.

The session is fully managed on the server. Only a session cookie is stored on the user workstation and, in certain cases, a view state is contained in the page.

6.2.4. Password Management

Upon the Client's request, Cegid HR can be configured to implement the following password management policies:

- Change of password at the first connection (activated by default)
- Periodic password renewal, where the period (in days) between renewals can be configured (90 days by default)
- Memorisation of the last X passwords to avoid re-use (24 by default)
- Minimum password length of X characters (9 by default)
- Account locked after X failed attempts (5 attempts by default)
- Minimum number of non-alphanumeric, numeric, lowercase and uppercase characters in the password (activated by default)
- Management of account validity end date in the back office
- Password reset via an activation link sent by email
- Forcing email address validation before activating an account (activated by default)
- Prevent use of username text within a password (activated by default)

There are two types of password policy, one for candidates, the other for employees and solution administrators. Only strengthening the policy is allowed, for example, setting 100 days for password renewal is blocked, but 80 days is allowed.

We strongly recommend using SSO if storing passwords on a database poses an issue.

Lost/forgotten passwords: When users forget their password, and are not using SSO, they must do the following:

- Use an Internet browser to access their Cegid HR login page.
- Enter the login in the 'You have forgotten your password' field, and then click on 'SEND'.
- A re-activation link be sent by email to the user. The user will have to enter a new password before re-connecting to the application.

6.2.5. Single Sign On

If the client has implemented an Identity Provider, then it is possible to authenticate users via Single Sign On based on SAML 2.0, WS Federation, or OpenId Connect protocols. For further details please refer to the public documentation of the SAML 2.0, WS Federation and Open Id Connect protocols.

Cegid HR supports both "SP initiated SSO" and IdP initiated SSO" modes. The IdP initiated mode is only available with the SAML 2.0 protocol.

6.2.6. Session Duration

A session's duration depends on its particular use in the different Cegid HR modules:

- A session in the manager/employee portal or back office is halted after two hours of inactivity. The session lasts for a maximum of twelve hours (can be changed with configuration).
- In the Front Office, session duration is 20 minutes

6.3. Cookie Policy

When navigating our applications, cookies are stored on the user's browser. The purpose of the cookies is to collect navigation information, identify the users and allow them access to their accounts.

To get the list of the Cegid HR cookies, please refer to: <https://privacy.talentsoft.com>.

Regarding cookie-related data, Cegid commits to comply with local regulations in each country, to protect the data confidentiality and to comply with territory obligations regarding data storage location.

6.4. Roles, Right & Accreditations

Cegid HR has a dedicated interface for Roles, Rights & Accreditations administration.

6.4.1. Roles & Rights

Roles are used to define standard profiles with certain levels of access to Cegid HR features. Roles are first defined and then assigned to Cegid HR users. The rights assigned to roles are also configurable within the product. Roles can be fully reconfigured using the rights management module in Cegid HR.

6.4.2. Accreditations

User authorisation list help define who has the right to access which employee's information. An authorisation list is a list of employees (called "members"). A list is assigned to one or more employees (the owners), who then have access to the members of that list. authorisations can be completely reconfigured using the administration module in Cegid HR.

It is possible to generate user authorisation lists automatically from management rules (using an organisation, for example). Such lists are automatically "refreshed". This means that if the content of the organisation's changes, then the lists will be automatically updated, usually within a few hours.

7. INTERFACES

In Cegid HR, it's possible to import and export data as CSV format files or by using Web Services. This chapter describes the principles behind file and Web Service exchanges as well as the security aspects related to these exchanges. Interface specifications are provided at the beginning of the deployment project.

7.1. File Import/Export

7.1.1. Operating Principles

The Cegid HR solution offers an integrated import/export module. This module enables customers to carry out imports and exports manually or automatically using CSV files. Cegid thereby relies on the Cegid HR standard interface when exchanging files via other IT solutions.

The operating principles are based on the following points:

- Cegid HR exposes standard half-interfaces to recover and update data regularly.
- The standard incoming/outgoing interfaces are in CSV format. CSV is a text-based format compatible with all third-party systems that can interface with Cegid HR.
- Cegid HR applies the following best practices:

The format to be used is that of the tool into which the data is imported.

The client is therefore responsible for ensuring that all half-interfaces comply with the Cegid HR format.

Cegid HR can personalise export formats if the format can be expressed in the form of a series of columns in CSV format.

Our vision of integration is based on one simple principle: avoiding double entry. Thus, if data is input in one place, in principle it is only read in the other systems that use it. For example, if Cegid HR imports administrative data from employees, we start from the principle that this data is read-only in Cegid HR, even if Cegid HR offers standard functions that make editing possible.

For maintaining system performance and coherent data synchronization, Cegid advise the following: the daily imports should be "differential", i.e., contain only the data which would have changed. And the so-called "Full" imports must be executed on weekends.

Access to each import and each export is controlled by a user access right that is modifiable and administered by the client's HR administrator.

Cegid makes a set of FAQs available to its clients, which sets out good practice for the creation of import files.

7.1.2. List of available Import/Export Formats

Cegid provides over 200 different export/import file formats in CSV for Cegid HR, thus covering all business objects of the product. Import files must be encoded in **UTF-8 with BOM** to manage international character sets. Cegid provides full documentation on all formats at the beginning of the project.

List of the main objects that can be imported and exported:

- Libraries: values list, resources, translations, mapping tables, etc.
- Employee Core HR: employees, addresses, contact details, contracts, hourly rates, extra fields, etc.
- Organisation data: organisations, key properties, positions, etc.
- Certifications
- Jobs, job families, competencies, etc.
- Training: training requirements, training actions, sessions, registrations, training history, training plans, training costs, LMS content, etc.
- Compensation: salaries, bonuses, advantages, compensation history, salary proposals, etc.
- My Profile: qualifications, experience, training history, etc.
- Appraisals: form fields, training requests, mobility requests, objectives, competencies assessment, salary proposals, etc.
- Candidates: candidates' basic data, qualifications, competencies, jobs, mobility, extra fields, etc.
- Vacancies: Jobs, specialisations, languages, competencies required, vacancy events, extra fields, etc.
- Applications: application events, candidates, etc.
- Training: Trainees, trainers, groups, sessions, registrations, training results, projects, etc.

7.2. Secure FTP Interface

The application is designed to exchange data with external systems through interfaces. All file exchanges are authenticated and encrypted (FTPS or SFTP). All web services use HTTPS and require an authentication.

Cegid can automate imports and exports to and from Cegid HR. The principles behind this automation are the following:

- Each client has a private and secure space on the Cegid ftp site. In this space, the client can place files to be imported or retrieve files that have been exported.
- A scheduler is programmed to carry out imports and exports according to a predefined schedule. Cegid is in charge of configuring the scheduler according to clients' requirements.
- If files are present, they will be processed according to the scheduled instructions. If there are no files, the scheduler does nothing and does not generate any errors.
- Imports can be scheduled by customers if using our import APIs.

The scheduler determines the nature and the order of imports to carry out, using the names of the files submitted. Import files must be named according to the following syntax:

```
[ImportType]_[ImportMode]_[Culture]_[Order]_.csv
```

where

[ImportType] is the **type** of import to be executed => required field.

The import type corresponds to a type of object to be imported. The possible values for the import type are listed in chapter 7.1.2 List of available Import/Export Formats

[ImportMode] is the **mode** of the import to be executed => required field.

List of import modes:

- "InsertOnly"
- "InsertAndUpdate"

[Culture] is the cultural environment code, for example, en-gb format for British English=> non-required field. If the field is not present, the import uses the company's culture setting.

[Order] is an integer corresponding to the (ascending) order of execution of the imports. => Mandatory.

Example of an employee import in 'InsertAndUpdate' mode: importing data in "InsertAndUpdate" mode works as follows: if a row in the import file refers to an existing employee, the fields appearing in the import row are used to update the existing record because the insert/update mode is being used. If there is no row for a particular existing employee in the import file, nothing happens to the employee record. If a line of the import file refers to a non-existing employee, the employee record is created.

Example of an import employee in 'InsertOnly' mode: importing data in 'InsertOnly' mode operates as follows: if a row in the import file refers to an existing employee, the corresponding import row is rejected. If there is no row for a particular existing employee in the import file, nothing happens to the employee record. If a row of the import file refers to a non-existing employee, the employee record is created.

Access to FTP site: Access to Cegid's FTP site is granted through the use of a login and a password, either through FTPS or SFTP (secure) protocol. Cegid renews the password manually at the client's request. Therefore, the password for the FTP site does not expire.

In SFTP, it is also possible to choose to authenticate by exchanging keys in advance. FTPs use passive mode.

7.3. Application Programming Interfaces (API)

Cegid provides several web services allowing third party applications to use Cegid HR services. These web services cover the following functional domains:

- Libraries: value list, resources, translations, mapping tables, etc.
- Employee Core HR: employees, addresses, contact details, contracts, hourly rates, extra fields, etc.
- Organisation data: organisations, key properties, etc.
- Candidates: personal information, qualifications, competencies, jobs, mobility, extra fields, etc.

- Vacancies: Jobs, specialisations, languages, competencies required, vacancy events, extra fields, etc.
- Applications: application events, candidates, etc.
- Training: training content publishing management.

Cegid has chosen a REST approach for Web APIs. All calls to the Cegid HR API are secured through an application key and by a specialised account with its own password.

For the “Training publication management” part, the Web Services protocol is SOAP, secured by IP address or login/password filtering.

By default, one given tenant (i.e., client) can send up to 10,000 API requests per day. Beyond this threshold, a Cegid representative should be contacted.

The documentation for web services is available on the <https://developers.cegid.com/>

7.4. Email Interface

The Cegid HR application sends emails using the classic SMTP protocol. Emails can be sent in HTML format, or plain text format whenever clients cannot process HTML emails.

By default, applications used @talent-soft.com sender. If you want to change your sender email address, please contact us.

7.5. LMS Interoperability

7.5.1. Virtual Classroom

There are four different types of tools, which can be used:

- Cegid HR : for each virtual classroom created, the tool that will be used by default is Moxtra in white label.
- Microsoft Teams: Customers can add multiple Microsoft Teams tools to automatically generate a single Teams link with multiple existing Azure configurations.
- Other: other tools can be used to add external video conferencing tools (Jitsi, Skype, etc.). The link to the external virtual classroom tool needs to be added manually.
- LTI (Learning Tool Interoperability: a standard integration method for learning tools), several tools can be added in version 1.1 or 1.3, depending on what the partner is using. The tools identified are Zoom and Glowbl. Authentication is via single sign-on (SSO) and account provisioning.

Only a super administrator has access to the configuration menu and all the other technical configuration options.

7.5.2. Learning Unit (pedagogical content)

Our platforms support SCORM 1.2, SCORM 2004 3rd edition and AICC 3.5.

Content produced under other standards (xAPI) or exported in different formats (e.g. *story* files) cannot be used.

It is also possible to use external content using LTI. Several well-known training content publishers offer compatibility with LTI 1.1 and/or LTI 1.3, including LinkedIn Learning, GoodHabitz and Microsoft Learn.

LTI links make it possible to integrate learning units hosted on third-party tools into an LMS training path, read them from the Cegid HR portal and retrieve tracking information (score and time spent) from Cegid HR.

8. OPERATIONS

8.1. Operating Procedures

This chapter describes the operating procedures used most often during the service.

8.1.1. Purge

Purge of system logs. System logs are kept for 90 days.

Purge of application log. The application log contains the user actions' tracking data. This log keeps one year of data, older data is purged.

Purge of files stored on secure FTP. The files stored on the secure FTP site are kept for maximum 90 days.

8.1.2. Scheduled Tasks (Batch Tasks)

A certain number of batch tasks are provided in the standard application (sending emails, registration for mailing lists, purges, statistical reports, operational actions).

Each task can be initiated with the assistance of an off-the-shelf scheduler that can launch an online command task. Cegid is in charge of managing schedulers.

Specific operating actions. Cegid allows for specific actions to be scheduled in the production and test environment of a client, upon the client's request. However, all requests are subject to approval by Cegid.

8.2. Data Management

This chapter applies to production databases. The test environment databases are not backed up.

8.2.1. Data Backups

Databases backups are performed based on a strategy that involves best data security, integrity as well as time to restore. These are online backups without any service interruption to the database.

Standard procedure provides for backups to be saved over rolling periods according to their type:

Action	Backup frequency	Backup retention
Daily Full backup	Once a day	30 days
Monthly Full backup	Once a month	12 months

The backup media and locations depend on the Cloud provider:

Action	Backup storage	Data replication
Public (Azure)	Azure Blob container	Data is replicated within the same primary location and exported asynchronously to a secondary datacentre
Private (OVHcloud)	Storage disks	Data is replicated within the same primary location and exported asynchronously to a secondary datacentre

Only a very limited number of people have access to database backups. Such people, like all Cegid personnel, is bound by a confidentiality clause. Likewise, our cloud provider has a limited number of people who are authorised to access backups.

8.2.2. Data Encryption

Data Encryption in Transit

To ensure security of data in transit, Cegid encrypts application flow with HTTPS protocol for all domains and require Transport Layer Security (TLS) 1.2 or above.

Data Encryption at Rest

By default, only application passwords are encrypted. Passwords are secured in the database in a non-reversible way through hashing and salting:

- In HMHMAC-SHA1 for Talent Management
- In PBKDF2 HMAC-SHA1 with 15,000 iterations for Talent Acquisition
- In SHA2-256 for LMS/LCMS

Cegid provides a software-based data encryption with AES 256 methodology within the SQL Server engine. However, it must be noted that a 5% reduction in performance has been observed.

This option does not apply to the LMS, LCMS, Continuous Conversation modules.

8.3. Administration and Supervision

The platform is supervised 24 hours a day, 7 days a week. Performance monitoring and application supervision have been implemented and trigger alerts when problems are detected.

A handling and 'escalation' process has been defined and is followed by operational teams.

The tool used for infrastructure supervision is Zabbix. The tool used to monitor application performance is NewRelic. Our host providers also have their own monitoring system.

The operating procedures include the following tasks (non-exhaustive list):

- Administration
- Operating systems maintenance (disk space, logs, etc.)
- Database maintenance
- Tests, qualification and deployment of security updates
- Application maintenance (logs and performance analysis)

Supervision:

- Application availability monitoring
- Response time monitoring
- Platform load (memory, processors, discs) monitoring
- Network bandwidth monitoring
- Application and system batch task monitoring
- Hardware monitoring

Host providers are responsible for tasks associated with the following elements:

- Physical equipment (server hardware, network equipment, etc.)
- Hypervisors
- Network

8.4. Business Continuity Plan

8.4.1. Activity Recovery Plan (ARP)

The activity recovery procedures depend upon the datacentre.

- **Azure Germany:**

Customer Data are permanently replicated in a remote datacentre within the same legal area (in the European Union for European clients). Thus, the data from Frankfurt is replicated in Berlin.

Recovery process is based on Data replication and services restauration automation on the remote Azure location.

- **Azure France:**

Customer Data are permanently replicated in a remote datacentre within the same legal area (in the European Union for European clients). Thus, the data from Paris is replicated in Marseille.

Recovery process is based on Data replication and services restauration automation on the remote Azure location.

- **Azure Canada:**

Customer Data are permanently replicated in a remote datacentre within the same legal area (in the European Union for European clients). Thus, the data from Toronto is replicated in Quebec City.

Recovery process is based on Data replication and services restauration automation on the remote Azure location.

- **Private Cloud France (OVHCloud):**

Each database is replicated on a remote datacentre within the same country.

Recovery process is based activation of the fallback servers in the remote site.

8.4.2. Application Activity Continuity Plan (ACP)

Cegid HR premises have an Activity Continuity Plan for its application report that can be consulted on-site. The downgraded situations covered by this are:

Event	Customer Impacts	Recovery Actions	Time objectives
Loss of an application server	Possible slowness and/or partial actives connections reset. No data loss.	Restore or recreation of the defective server.	Up to 2 hours
Loss of a data server	Possible slowness and/or applications errors. Possible data loss up to 1 minute worth of transactions. Not applicable for LxMS modules.	Fail-over of the cluster.	Up to 30 minutes
Complete loss of a database	Applications interruption, no access to data. Possible data loss up to 24h hours' worth of Data.	Restore of latest backup dataset	Up to 4 hours

Cegid commits to a Recovery Time Objective (RTO) and a Recovery Point Objective (RPO) of 24h for its Cegid HR solution.

9. REGULATIONS AND STANDARDS

9.1. General Data Protection Regulation (GDPR)

Below is a description on how Cegid HR platform ensures compliance regarding the key requirements of the GDPR.

Important note: all the data security elements are described in the Security Assurance Plan or in other sections of this document; therefore, they are not duplicated here. However, they are all relevant to GDPR in the sense that data security is a key requirement for all subcontractors (i.e., Data Processors).

From the point of view of Cegid HR, we distinguish between two different personas: candidate and employee. Some of the GDPR requirements do not depend on the personas, and some of them generate different product behaviors depending on whether we address a candidate or an employee.

9.1.1. Coverage of GDPR Requirements applicable to all Personas

Privacy by design

Agile / Software Development process in place includes people training, formal code reviews, and tools to detect application of recommended practices.

The principles relating to the processing of personal data as defined in Article 5 of the GDPR are taken into account by the design in the development of the product.

Privacy by default

Default's level of privacy is always set to the most restrictive level.

Data Protection Officer

Cegid has named a DPO because of the nature of its business.

Processing Register

Cegid maintains a Product processing register for its customers as data processor.

DPA's with Sub-Processors

Cegid delegates part of its activity to subcontractors. DPAs are signed between them and Cegid which contain clauses in compliance with the GDPR.

All ISO 27001 standard procedures are in place. These procedures are part of our information security management system.

Sensitive Data

Cegid HR does not collect sensitive data such as those stated in article 9 of the GDPR. Since Cegid HR offers some flexibility in terms of add-ons to the data model, Cegid HR does not recommend defining extra fields that fall under the definition of 'sensitive data' stated in article 9.

Data breach notification

Cegid HR has a data breach notification procedure. This procedure is defined, maintained, updated and monitored under the ISO27001 ISMS and the GDPR.

In case of data breach involving customer data, Cegid HR commits to notify the customer (i.e., the Controller) as soon as practicable, so that the Customer can themselves comply with the 72 hours deadline with their own data protection bodies.

Automated Decision Process

Cegid HR does not feature any automated individual decision features, nor any automated profiling feature. All decisions are left to human users that can be helped in their decisions by relevant dashboards, KPIs, recommendations and analytics, whose sole purpose is to help users to make informed decisions.

Data anonymization

Cegid HR offers a 'full-database' anonymization feature. This is used when a production database needs to be used in either test mode, or debug mode, or training mode.

Information to be provided when personal data are collected from the data subject

It is up to the client to provide this information directly to candidates and employees. Our solution offers the possibility to our customer to provide this information through the configuration of the solution.

9.1.2. Personal Data Management Module

In line with the various actions implemented by Cegid HR to enable companies to comply with the General Data Protection Regulations (GDPR), Cegid offers a centralized interface dedicated to ease the management and exercise of individuals' rights over their personal data:

- the right to erasure, thanks to data deletion or anonymization
- the right to data portability, thanks to data export

9.1.3. Coverage of GDPR Requirements specific to Candidates

Candidates are not in a subordinate relationship with the potential employer, who is responsible for the data processing. Therefore, we have clearly stated all possible data processing methods used by the product.

Access rights, rectification rights

Candidates with an account, can access or modify their data from the Front-Office. If candidate doesn't have an account, he can ask the customer's administrator (or DPO) to delete or modify their data by sending them an email. If the customer's administrator (or DPO) needs help, she/he can call Cegid HR Customer Care.

A recruiter can delete or modify a candidate's data if necessary.

Candidates can ask for their personal data to be exported. The candidate will then receive an email with a link to download a ZIP file containing all their personal data.

Right to be forgotten

Deletion rights can be automated by entity:

Customers can manage the data retention period by country.

At the end of the retention period, applicants will receive an email asking if they wish to give their consent to the renewal of the retention of their personal data.

If a candidate applies in several countries that have different retention periods, the retention period applied will be the one of the entities linked to the last application action. If the candidate gives consent to renew the retention of personal data, the data will be saved in the Back Office. If the

candidate does not consent, the personal data will be deleted. If there is no answer, data will be deleted after the end of the retention period.

The data deletion is run asynchronously via a scheduled nightly task.

Legal Basis

It's mandatory for the data controller to determine the most appropriate legal basis for the Cegid HR solution before putting it into production (art. 6.1 of the GDPR).

Any intra-group data transfer must also be justified with a legal basis and made known to the candidates. This information can be provided via Cegid HR.

9.1.4. Coverage of GDPR Requirements specific to employees

Access rights, rectification rights

The product provides the required features necessary to access and modify employees' data. Access to these features is controlled via roles and rights, which can be attributed directly by the Customers administrators.

Right to request the rectification (and erasure)

Companies have legal obligations or legitimate interests in collecting and processing employee's personal data. In this regard, any data deletion requested by an employee must first be approved by the Employer (i.e. the data controller).

Therefore, our product offers a delete function in the Cegid HR personal data management interface. This functionality is subject to a specific right, which can be assigned by the customer's administrators to their concerned users. Depending on the data, it is deleted (physically and irreversibly) or anonymized.

There are preconditions for deleting the data:

- The end date of the former employee's contract must be in the past
- The employee's file must be deactivated

Right to Data Portability

The product offers an export function for all data considered to be of a personal nature in all modules of the Cegid HR suite. This action is subject to a specific right.

Legal Basis

It's mandatory for the data controller to determine the most appropriate legal basis for the Cegid HR solution before putting it into production (art. 6.1 of the GDPR).

9.2. Web Content Accessibility Guidelines

Cegid is committed to ensuring digital accessibility of its digital services and products in accordance with Article 47 of Act no. 2005-102 of 11 February 2005. Please refer to <https://www.cegid.com/en/cegid-talentsoft-accessibility-statement/> for more details.