

# PERSONAL DATA PROTECTION POLICY

## DATA PROTECTION POLICY

Ceetrus undertakes that the collection and processing of your data, carried out from the Ceetrus websites, shall comply with the applicable rules and laws, in particular the General Data Protection Regulation (hereinafter: "**GDPR**") and the Data Protection Act in its latest version in force (hereinafter "**DPA**").

For the purpose of this policy, the terms "**Data of a personal nature**" or "**Personal Data**", "**Processing**", "**Data Controller**", "**Subcontractor**" have the definitions given in Article 4 of the GDPR.

Personal Data collected as part of the services offered on the Ceetrus websites is processed according to secure protocols and enables Ceetrus to manage requests received in its computer applications.

The information collected on the forms is recorded in a computer file by Ceetrus. It is retained for the maximum legal period of retention. Each of the visitors to the site can be assigned the status of a prospect, i.e. a potential customer. Thus, for prospects, the data is kept for a maximum of 3 years. This may be deleted before the end of these storage periods if the data subject so requests.

All processing of the data collected on this site is Processing based on the consent that you have provided either by providing your data in the contact form or by accepting the cookie banner.

We limit collection to what is strictly necessary. As such, we collect data via contact forms enabling us either to respond to your requests or to enter into a business relationship with you. The data collected via the cookie banner enables Ceetrus to perform analyses regarding the audience and the ergonomics of its site.

Ceetrus undertakes, in its capacity as Data Controller, to implement all appropriate technical and organisational measures in order to guarantee a level of security appropriate to the risk.

Your personal data is intended for Ceetrus and its Subcontractors, where applicable, for the sole purpose of tracking your requests. In this respect, Ceetrus guarantees that its Subcontractors offer sufficient guarantees regarding the implementation of the aforementioned measures and comply with the provisions of this policy. Similarly, Ceetrus undertakes to impose a level of data protection on its Subcontractors, both

from a technical and organisational point of view, at least equivalent to that which it applies.

The Personal Data collected and processed in this context is hosted within the European Union and is not subject to any transfer outside the European Union without Ceetrus having been previously informed and having obtained assurance that the data will be transferred in accordance with the applicable legal and regulatory provisions.

## EXERCISING YOUR RIGHTS

You have the right to access and correct your personal data and, in the cases provided for by the regulations, to object, delete certain of your data, limit its use or request its portability with a view to its transmission to a third party, the right not to be subject to an individual automated decision, but also to define the fate of your data after your death.

Under the right to information, you may also contact the email address or postal address shown below to ask any question you may deem useful.

To exercise your rights or for any additional information or difficulty relating to the use of your data, you can contact our Data Protection Officer (DPO) at the following address: [dpo@ceetrus.com](mailto:dpo@ceetrus.com), or send a letter to the following address: CEETRUS, Rue du Maréchal De Lattre de Tassigny, 59170 Croix, France, and any documents justifying your identity and request must be enclosed with it.

In the event of an unresolved difficulty, you can contact the competent data protection authority (in France, the Commission Nationale de l'Informatique et des Libertés: [www.cnil.fr](http://www.cnil.fr)).

We are writing to inform you of the existence of the "Bloctel" telephone canvassing opt-out list, to which you can sign up [here](#).

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