

External Privacy Policy EYCO SAS

This Privacy Policy applies to any processing of personal data concerning you, carried out by **EYCO SAS: 357 rue Simone Veil – ZA de la Burlière – 13530 TRETS**

• Preliminary information

The collection and processing of your personal data by EYCO SAS is subject to Law No. 78-17 of 6 January 1978 relating to Data Processing, Files and Freedoms, as amended, and European Regulation No. 2016/679 of 27 April 2016 relating to the Protection of Individuals with regard to the Processing of Personal Data and the Free Movement of such Data ("GDPR").

In any case, we are committed to the following two principles:

- ° you remain in control of your personal data,
- ° your data is processed in a transparent, confidential, and secure manner.

EYCO SAS is a data controller within the meaning of the GDPR (Article 4 §7 GDPR).

The Data Protection Officer, appointed by EYCO SAS as part of its compliance with the GDPR, can be contacted using the following contact details for any question relating to the processing of your personal data and the exercise of your rights with regard to this data:

➤ By email: contact@eyco.eu

➤ By post sent for their attention:

EYCO SAS
357 rue Simone Veil
ZA de la Burlière
13530 TRETS

When you contact or are contacted by EYCO SAS as a supplier, service provider, customer, or freight forwarder, EYCO SAS collects the following personal data about you:

- Last Name:
- First name:
- Title
- Email address
- Phone number
- Bank details

In order to identify you and facilitate the processing of data concerning you, EYCO SAS systematically assigns you an identification number.

In any event, no sensitive personal information or data is required for the purpose of providing the services or goods required by EYCO SAS following an order placed with your entity or to enter into the agreement between you and EYCO SAS.

• **Legal bases for the processing of your data**

	If you are a customer / prospect	If you are a customer/prospect If you are a supplier, a service provider, or a carrier or freight forwarder
Processing necessary for the performance of a contract or the implementation of pre-contractual measures	<ul style="list-style-type: none"> • Data concerning you provided when contacting EYCO SAS by any method whatsoever • Data intended to enable the validation and execution of the order • Data provided in order to pay for the Order • Answers to your requests and questions • Conducting a satisfaction survey 	<ul style="list-style-type: none"> • Data about you provided when making contact with EYCO SAS, by any method whatsoever, or when EYCO SAS contacts you • Data about you required for the establishment of the contract with you • Data about you in order to proceed to the payment of the services performed for EYCO SAS
	If you do not provide such data, EYCO SAS will not be able to validly execute your request, Your order and provide you with the products and services ordered.	If you do not provide such data, the contract with you cannot be established and/or the information intended for the performance of the services cannot be provided to you.
	In the event of a request for additional information that is not directly necessary for the performance of your contract or order, EYCO SAS will only collect this information if you expressly give your consent for this purpose or if EYCO SAS has a legitimate interest in its collection. You will be notified of the reasons for additional collection of data about you.	
Processing based on compliance with a legal obligation incumbent on EYCO	Among the data required by EYCO SAS, some is strictly necessary for EYCO SAS to comply with one or more legal obligations incumbent on it under the regulations in force and applicable to its business.	

• Use of your data by EYCO SAS

If you are a customer / prospect	If you are a customer/prospect If you are a supplier, a service provider, or a carrier or freight forwarder
Creation and finalisation of the customer file	Creation of the supplier sheet on the ERP
Creation and validation of the customer account	Creation of contact sheet
Monitoring developments	Placing an order with the supplier or service provider concerned
Customer Contacts	Contacting a supplier /service provider /carrier / freight forwarder
Organisation and management of payment / printing of invoices	Performance of the contract / performance of services and taking pre-contractual measures
Management, operation, and optimisation of websites	
Access and use of websites by users	
Management and operation of website optimisation	
Access, visualisation of the services offered by EYCO SAS	
Verification, identification and authentication of the data entered on the website	
Management of your requests related to the exercise of your rights of access, opposition, rectification, deletion, portability, limitation of the processing of your personal data	
Customer relationship monitoring	
Contacting and sending notifications to private users of the website	
Development of commercial statistics in relation to users and products	
Assignment, transfer or sharing of files concerning you (communication and transfer to the necessary and suitable service providers or subcontractors within the framework of the contractual relationship)	
Implementation of assistance in the context of your use of the website and the provision of services and products offered by EYCO SAS	
Prevention and detection of fraud and management of security incidents	
Management of any disputes	
Sending advertising information, according to the preferences and choices formulated in this respect, if you have expressly consented to the collection of your personal data.	

No commercial prospecting will be sent to you without your prior and express consent, unless you are already a customer of EYCO SAS and the information concerns the products and services offered by EYCO SAS.

Any purpose of processing, other than those mentioned above, will be systematically and expressly communicated to you in advance, by EYCO SAS.

Time period for storage of your data

Your personal data is kept by EYCO SAS for the purposes described above and for the periods defined below:

Type of data	Legal / regulatory deadlines provided for or recommended by the CNIL
Customer Data	Not beyond the period strictly necessary for the management of the commercial relationship, with the possibility of keeping it for longer when "data allowing the proof of a right or a contract to be established, or kept in compliance with a legal obligation, can be the subject of an intermediate archiving policy for a period not exceeding the period necessary for the purposes for which it is kept, in accordance with the provisions in force" (NS 048 CNIL)
Customer data used for the purposes of commercial prospecting	For 3 years from the end of the commercial relationship (CNIL)
Data relating to a prospect who is not a customer	For 3 years from its collection by the data controller or the last contact from said prospect
Identity document data	In case of exercise of the right of access or rectification: 1 year (Article 9 of the Code of Criminal Procedure) In case of exercise of the right of opposition: archiving possible for 6 years (Article 8 Code of Criminal Procedure)
Credit card data	Deletion once the transaction is completed, i.e., upon actual payment, which may be deferred upon receipt of the goods, or even increased by the withdrawal period in the case of distance or off-premises contracts → Retention of the CB number and its date of validity possible for a purpose of proof for a period of 13 months (which may be extended): Article L.133-24 of the Monetary and Financial Code
Data relating to visual cryptograms	Not beyond the time necessary for the completion of transactions "including in the case of successive payments or retention of the card number for subsequent purchases"
Accounting documents and supporting documents	For 10 years (Article L.123-22 of the Commercial Code)
Audience measurement statistics (information to identify users and ensure their traceability)	For a period of 13 months

Sharing your data with third parties

As part of its business, with a view to the performance of the contract with you or in order to comply with the legal obligations incumbent on it, EYCO SAS is likely to transmit your data to members of its staff, to the various management services of EYCO SAS as well as to subcontractors following acceptance on your part.

Each of the entities, recipients of your data, ensures the strict confidentiality of the data communicated to it and undertakes to process it only for the purposes of its intervention.

Your data may be shared with the aforementioned recipients, more particularly, in the following situations and conditions:

- When you publish in free comment areas of the EYCO SAS website;
- When you agree to the website of a third-party having access your personal data, in particular through the use of cookies;
- When EYCO SAS uses the services of service providers to provide assistance to users of the website, payment services or advertising. These service providers have limited access to your data, in the context of the performance of these services, and have a contractual obligation to use it in accordance with the provisions of the applicable personal data privacy regulations;
- To enable EYCO SAS to comply with its legal and regulatory obligations related to the functions you perform within and/or for EYCO SAS;
- If required by law, EYCO SAS may transmit your data to follow up on the claims presented made against EYCO SAS and comply with administrative and judicial proceedings;
- If EYCO SAS is involved in a merger, acquisition, sale of assets or receivership procedure, it may transfer or share all or part of its assets, including personal data. In this case, you will be informed prior to any transfer of your data to a third party.

No transfer of your data outside the EU

EYCO SAS does not transfer your personal data to a company, or an entity or structure located in a country outside the European Union or to an international organisation. EYCO SAS will inform you of any possible transfer of this type, specifying the measures taken beforehand to supervise this transfer and ensure that the confidentiality of your data is respected.

Your rights

In accordance with the Data Protection Act and the GDPR, you have the following rights:

- Right of access to your data (*Article 15 GDPR*)

- Right to rectification (*Article 16 GDPR*), updating, completeness of your data
- Right to block or erase your personal data (*Article 17 GDPR*), when it is inaccurate, incomplete, ambiguous, outdated, or whose collection, use, communication, or storage is prohibited:
- Right to withdraw your consent at any time (*Article 13-2c GDPR*), without this affecting the lawfulness of the processing of your data based on your consent and already carried out before the withdrawal of this consent;
- Right to limit the processing of your data (*Article 18 GDPR*);
- Right to object to the processing of your data (*Article 21 GDPR*);
- Right to the portability of the data provided to EYCO SAS, when your data is subject to automated processing based on your consent or on a contract (*Article 20 GDPR*);
- Right not to be the subject of a decision based exclusively on automated processing of your data and likely to produce legal effects concerning you or significantly affecting you (*Article 22 GDPR*);
- Right to define the fate of your data after your death and to choose whether EYCO SAS communicates your data to a previously designated third party (or not).

In the event of death, and in the absence of instructions from you, EYCO SAS undertakes to destroy your data, unless its retention is necessary for evidentiary purposes or for compliance with a legal obligation.

- To know the location of the recipient of your data when it has been transferred outside the European Union and to obtain a copy of the standard contractual framework governing this transfer.
- Right to lodge a complaint with a supervisory authority and in particular with the Commission Nationale de l'Informatique et des Libertés (CNIL) (<https://www.cnil.fr/fr/plaintes>).

You can exercise all the aforementioned rights under the legal conditions in force, by sending EYCO SAS an email to: contact@eyco.eu or a postal mail: **EYCO SAS 357 rue Simone Veil, ZA de la Burlière, 13530 TRET**S and attaching a copy of your identity document.

EYCO SAS undertakes to inform you of the measures taken following your request, in a maximum period of one (1) month from receipt of this request, this period being likely to be extended by two (2) months in case of complexity or large number of requests.

Security and privacy measures implemented by EYCO

EYCO SAS implements organisational, technical, software and physical measures in terms of digital security and confidentiality to ensure the protection of your personal data it collects,

against any alteration, destruction, or unauthorised access to your data.

EYCO SAS takes all necessary and useful precautions in view of the nature of your data and the risks presented by the processing it carries out, to preserve the security of your data and prevent its distortion, damage, or access by unauthorised third parties.

In any case, any breach of your personal data, likely to produce a high risk with regard to your rights and freedoms, will be notified to you as soon as possible, in accordance with the applicable legal and regulatory requirements.

Login data and cookies

EYCO SAS uses login data and uses cookies in order to identify you, memorise your consultations on the EYCO SAS website, carry out audience measurements of said website and simplify and improve your browsing experience and present you with more relevant information and ensure the proper functioning of its services.

The purpose of cookies:

Cookies issued on our sites allow us:

- to establish statistics and volumes of attendance and use of the various elements that make up our services. As such, we use audience measurement cookies.
- to adapt the presentation of our website according to the terminal used;
- to adapt the presentation of our website according to the affinities of each user;
- to memorise information relating to a form you have filled out on our website (registration or access to your account, subscribed service, etc.);
- to allow you to access reserved and personal areas of our website, such as your account, using usernames;
- to implement security measures, for example when you are asked to log back into your account after a certain period of time

For each of the websites concerned, EYCO SAS places a “cookie” on your computer with your prior consent. You have the option to refuse cookies when you visit any of the websites of the EYCO SAS companies.

The maximum statutory period of time that this information is kept in your computer is 13 months.

EYCO SAS undertakes never to communicate the content of these "cookies" to third parties, except in the case of legal requisition.

These "cookies" are placed on your computer terminals with your consent and by continuing your navigation on one or the other of the websites of the EYCO SAS companies, you can however withdraw your consent relating to the use of these "cookies".

You can also object to the registration of "cookies" by configuring your browser. To do this, you must configure your browser:

- Pour Internet Explorer :
<https://windows.microsoft.com/fr-FR/windows-vista/Block-or-allow-cookies>
- For Safari: <https://support.apple.com/en-us/ht1677>
- For Google Chrome:
<https://support.google.com/chrome/answer/95647?hl=en&hlrm=en&safe=on>
- For Firefox:
<https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>

Social media

You have the possibility to click on the icons dedicated to social networks: LinkedIn, Twitter and YouTube on our website.

Social networks make it possible to improve the user-friendliness of the site and help promote it via shares.

When you use these buttons, we may have access to personal information that you have indicated as public and accessible from your LinkedIn, Twitter, and YouTube profiles.

However, we do not create or use any database independent of LinkedIn, Twitter or Youtube from the personal information you may post on it, and we do not use any of your private data in this way.

If you do not want us to have access to personal information posted on the public space of your profiles or social accounts, you will have to use the methods made available to you by these social networks to limit access to your data.

Evolution and modification of the Privacy Policy

EYCO reserves the right to make any modification, correction and/or adaptation to this Privacy Policy, at any time, in particular to comply with the legal and regulatory requirements applicable to the protection of personal data and to ensure full transparency of the use of your personal data by EYCO.



EYCO will publish the new version of this Privacy Policy on the websites of the companies that make up EYCO, and will inform you during your exchanges of the existence of a new

version of this document so that you can take full cognisance of any modifications, corrections and/or adaptations made.

In the event of a particularly important change or one having significant consequences with regard to your personal data, the latest version of this Privacy Policy may be communicated to you by email, to the email address previously provided during your exchanges.