

Last updated: 23/04/2019

Nom Siège Client XXX believes that protecting personal data is a serious matter. That is why it is committed to ensuring the best level of protection for your personal data, in accordance with the European and French regulations applicable to it for the protection of personal data.

Who is responsible for processing my personal data?

Nom Siège Client XXX is responsible for processing your personal data, and defines why and how your personal data is used.

Personal data is collected by the staff of **Nom Siège Client XXX**.

Personal data used for creating quotes is collected orally from the person or over the phone.

Why does **Nom Siège Client XXX** collect my personal data?

Nom Siège Client XXX mainly uses your personal data for the following purposes:

- Account creation
We need information about you to create accounts
- Product management
We need information about you so that you can manage products, place orders, the creation of quotes and for the various account settings based on your role as a user.
- Quote management
We need information about you for managing and following up quotes
- Report creation
We need information about you for creating statistical connection reports for managing quotes and orders

What personal data is collected about me?

What data?

We collect and process your surname, first name, address, email address, phone number and quote history.

You are informed of the mandatory or optional nature of the data at the time of collection by an asterisk. Some data is automatically collected based on actions carried out on the website.

When?

We collect the information that you provide to us when:

- You create an account on the website

What notifications am I likely to receive?

Information

- Phone contact
You may be contacted by our operators or partners as part of customer relationship management process.

Legally required data processing

The legal grounds for processing data include:

- Legitimate interest: **Nom Siège Client XXX** has a business interest in processing your data that is justified, balanced and does not infringe on your privacy. With some exceptions, you can oppose the processing of your data based on the legitimate interest at any time by sending an email to: **mail client siège RGPD XXX@XXX**.

The law: the processing of your personal data is now mandatory by law:

- European and French regulations.
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Who are the Recipients of my data?

Transmission of data to subcontractors

All data is hosted by our IT service provider. In accordance with the European and French regulations that apply to it with regard to personal data protection.

What rights do I have concerning the use of personal data?

In accordance with the regulations on the protection of personal data, you can exercise your rights of access, rectification, deletion, opposition, limitation and portability by sending an email to: **mail client siège RGPD XXX@XXX**.
Or a postal letter to: **Nom Siège Client XXX , Forme Juridique, Adresse Postale**

To allow us to respond quickly, please ensure that you specify your surname, first name, email address, postal address, and if possible your customer reference. Some requests to exercise your rights (right of access) must be accompanied by a photocopy of an identity document bearing your signature to verify your identity, and the address to send the response to must be specified. A response will be sent to you within 1 month of receiving the request.

Retention period

Most data and order history are retained as long as you are an “active” customer, and for a period of 5 years after your last activity. Your data is then archived with restricted access for an additional period, which is based on limited and legally authorised reasons (billing, guarantee, disputes, etc.). After this time, your data is deleted.

Purpose of processing	Retention period on an operational basis	Archiving
Managing quotes for products and services	5 years after the last activity	N/A
Sending messages by email or SMS (electronic marketing) through third parties	3 years after the last activity	N/A
Targeted advertising / profiling	12 months after the storage of cookies	N/A