

## Privacy policy

### **What is the purpose of this policy?**

**Biosency, which manages the biosency.com website, attaches great importance to the protection and confidentiality of your personal data, which we take seriously and trust.**

The data privacy policy precisely reflects our desire **to ensure that Biosency complies with the applicable rules on data protection**, and, more specifically, those of the General Data Protection Regulation ("GDPR").

In particular, the privacy policy aims to inform you about how and why we process your data as part of the **services** we provide.

### **To whom does this policy apply?**

This policy applies to **you**, regardless of where you live, if you are a **customer** or **visitor** to biosency.com.

The policy only applies to processing that we carry out **ourselves** and not to processing that may be carried out by our customers **using the features of our service**. If you would like information **about the data processed by our customers** using these features, please contact them directly.

If you are a **candidate** for a position within **Biosency**, you can consult the **"candidate" policy** which is accessible at all times on our dedicated page on biosency.com.

### **Why do we process your data?**

As part of the services we offer, we may need to process your personal data in order to:

- **Browse our website, benefit from our services** and so that we can **respond to your requests** (e.g. requests for information, complaints, etc.) on the basis of our general terms of use and our legitimate interest in providing you with the best possible service.
- **Follow us and comment on our publications on social networks** on the basis of our legitimate interest in having a dedicated page on social networks.
- **Operate the videos on our website** on the basis of our legitimate interest in offering you content in video format.

Your data is collected **directly from you** when you use our website, and we undertake to process your data **only for the purposes described above**.

On the other hand, when you voluntarily publish content on the pages we publish on social networks, you acknowledge that **you are entirely responsible** for any personal information you may transmit, whatever the nature and origin of the information provided.

### **What data do we process and for how long?**

We have summarized **the categories of personal data** we collect and **their respective retention periods**.

If you would like further details **on the retention periods** applicable to your data, please contact us at: [dpo@biosency.com](mailto:dpo@biosency.com)

- **Professional identification data** (e.g. surname, first name, position, company, etc.) and **contact details** (e.g. e-mail address and business telephone number, etc.) are kept for the duration of the service provided, plus the statutory limitation periods, which are generally 5 years.
- **When there is confusion between the name of your organization and your personal name (e.g.: auto-entrepreneur, VSE, etc.), economic and financial data (e.g.: bank account number, verification code, etc.)** retained for the duration necessary for the transaction and the management of invoicing and payments, plus the statutory limitation periods, which are generally 5 to 10 years.
- **Email address, as part of our commercial prospecting campaigns by email**, kept for a maximum of 3 years from the last contact we had with you.
- **Telephone number, as part of our commercial prospecting campaigns by telephone**, kept for a maximum of 3 years from the last contact we had with you.
- **Email address for receiving our newsletter**, kept until the end of your newsletter subscription.
- **Statistical data related to the viewing of our videos**, which are anonymized and stored indefinitely.
- **Connection data** (e.g. logs, IP address, etc.) stored for 1 year.

Once the above-mentioned retention periods have expired, the deletion of your personal data is **irreversible** and we will no longer be able to communicate them to you. At most, we can only keep anonymous data for **statistical purposes**.

Please also note that in the event of **litigation**, we are obliged to retain **all data** concerning you for the duration of the case, even after the expiry of the retention periods described above.

## **What rights do you have to control the use of your data?**

The applicable data protection regulations grant you **specific rights** that you can exercise, **at any time** and **free of charge**, to control the use we make of your data.

- You have the **right to access and request** a copy of your personal data, provided this request does not conflict with business confidentiality or the secrecy of correspondence.
- The right **to rectify** any personal data that may be erroneous, obsolete or incomplete.
- The right **to object** to the processing of your personal data for commercial prospecting purposes.
- The right **to request** the erasure ("right to be forgotten") of personal data that is not essential to the proper functioning of our services.

- The right to **restrict** the use of your personal data in the event of a dispute as to the legitimacy of processing.
- The right to **data portability**, which enables you to retrieve part of your personal data so that it can be easily stored or transmitted from one information system to another.
- The right to **give instructions** on what to do with your data in the event of your death, either through yourself, a trusted third party or a beneficiary.

For a request to **be taken into account**, it must be sent directly **by you** to [dpo@biosency.com](mailto:dpo@biosency.com). Any request not made in this way **cannot be processed**.

Requests cannot come from anyone other than you. We may therefore ask you to provide **proof of identity** if there is any doubt about the identity of the person making the request.

We will respond to your request **as quickly as possible**, within **one month** of receipt, unless the request is complex or repeated. In this case, the response time **may be up to three months**.

Please note that we can always **refuse** to respond to any **excessive or unfounded request**, particularly in view of its **repetitive** nature.

## Who can access your data?

**WE NEVER TRANSFER OR SELL YOUR DATA TO THIRD PARTIES OR BUSINESS PARTNERS. ALL YOUR PERSONAL DATA IS USED EXCLUSIVELY BY OUR TEAMS OR BY OUR IT SERVICE PROVIDERS.**

More specifically, we only share your data with people who are **duly authorized** to use it to provide you with our service, such as our IT department or our customer relations department.

Your personal data is also transferred to our IT service providers for the sole purpose of technically operating our service (e.g. data hosting).

Please note that **we check all our IT service providers before hiring them**, to ensure that they comply scrupulously with the applicable rules on the protection of personal data.

## How do we protect your data?

We implement all **the technical and organizational means** required to guarantee the security of your data on a day-to-day basis and, in particular, to combat any risk of unauthorized destruction, loss, alteration or disclosure of your data (e.g. training, access control, passwords, antivirus, "https", etc.).

## Can your data be transferred outside the European Union?

Unless strictly necessary and on an exceptional basis, we never transfer your data outside the European Union, and your data is always hosted on **European soil**. Furthermore, we do our utmost to recruit only service providers who host your data within the European Union.

Should our service providers nevertheless transfer your personal data outside the European Union, we scrupulously ensure that they implement **appropriate safeguards to ensure the confidentiality and protection of your data**.

## Who can you contact for more information?

To guarantee the protection and integrity of your data, we have officially appointed an **independent Data Protection Officer ("DPO")** to our supervisory authority.

You can contact our DPO at any time, free of charge, at [dpo@biosency.com](mailto:dpo@biosency.com) to obtain further information or details on how we process your data.

## How can you contact the CNIL?

You may at any time contact **the "Commission nationale de l'informatique et des libertés" or "CNIL"** at the following address: CNIL Complaints Department, 3 place de Fontenoy - TSA 80751, 75334 Paris Cédex 07 or by telephone at 01.53.73.22.22.

## Can the policy be modified?

We may modify our privacy policy **at any time** to adapt it to new **legal requirements** and to new processing operations that we may implement in the future.

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