

Personal Data Protection Policy of Kersia group

The Kersia¹ group attaches great importance to your privacy and to the manner in which your personal data is handled. For this reason, we would like to inform you of how we collect and process these data, by our personal data protection policy (hereafter « Policy »).

This Policy also contains important information about your rights related to the processing of your personal data. We therefore encourage you to read this Policy carefully and to keep it for reference.

This Policy is an integral part of our approach to CSR (Corporate Social Responsibility) deployed by the group internationally.

This Policy can be modified, added to, or updated to remain compliant with legislation or regulations or due to a change in our activity. The most recent version of this Policy is available at the following link <http://gdpr.customer.kersia-group.com> or on our Internet site <http://kersia-group.com>. However, it is possible for you to be informed directly of any major change by mail.

❖ Reason for collecting data

We collect some of your personal data as a customer of our company or buyers of our products.

❖ Data collected

Data we collect about you:

- either directly from you,
- or from other sources such as your colleagues or employees,
- through cookies.

The data we collect is limited to what is required as part of our commercial relationship. Notably these can be the following types of data:

- identity: Name, first name, email address, postal address, telephone number etc.
- relative to your professional identity: Professional status, Role, Qualifications;
- connection data (customer account, e-learning).

You are free to supply or refuse to supply all or part of your personal data or to refuse its communication. No personal data is collected unless you have freely agreed to provide it, or there being a legitimate reason to do so such as the proper execution of services provided to you. However, **refusal to supply this data or its communication, could impair the execution of the following processes.**

¹ Complete list of companies within our group at the following location: <http://subsidiaries.kersia-group.com>

❖ Reasons for collecting data

We use your data, in a general manner, to execute the contract to which you or your company are party, and this include the following reasons for collecting data:

- For the management of our commercial relationship
- To establish offers, execute and follow your orders, manage your claims and, as the case may be, pay you certain amounts due;
- To keep you informed of any changes in our group, subsidiaries, products or activities;
- To organize training courses adapted to your personnel;
- To conduct investigations satisfaction ;
- To maintain your customer account accessible through our Internet site;
- To organise seminars / meetings ;
- To comply with our legal obligations, accounting and tax;
- To manage prospect files.

❖ Recipient of data and transfer outside the European Union

Considering the data purposes as listed above, your personal data is likely to be communicated to the data controller's departments or to directly or indirectly owned subsidiaries, and external persons such as a carrier, partner, or distributor in the course of execution of our services. Your personal data can also be accessible to our technical providers called "Processor" (it means all natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller), for the strict necessity of their mission.

Due to the international nature of the group, we would like to inform you that the personal data that we collect is likely to be transferred outside of the European Union but always within the purpose outlined above.

In any case the availability or transfer of your personal data shall be made for the strict requirements of the purposes detailed above.

We implement as necessary, contractual guarantees to ensure the protection of your personal data when communicating it to a third party. For example, we come to agreements with the relative parties to include restrictions on usage and obligations in terms of protection and security of your personal data.

By communicating us your personal data, you agree to these transfers.

❖ Conservation

Your personal data is stored in our databases. We intend to retain your personal data in the most secure way possible, to complete transactions as intended under the defined purpose, for the duration of the process or within the legal duration. With this intention, we take all appropriate and reasonable physical, technical, and organizational precautions to prevent alteration to, loss of or unauthorized access to your data.

❖ Usage of cookies

We use cookies to optimize your visit to our Internet site.

A cookie is a small and temporary text file created on your workstation which saves certain Internet parameters. The file is downloaded by your web browser on your first visit to a website.

The information stored is intended to facilitate your access to services and sections of our Internet site.

Here is a table of the first party cookies we use on our websites:

| Purpose | Name | Function | Storage time | Performance/essential |
|------------------------------------|------------------------|---|-------------------------|-----------------------|
| Preferences, features and services | Country | Choosing the default site language | 1 month | Essential |
| | Cookie_notice_accepted | Hiding the banner acceptance of cookies | | Performance |
| | Cookieaccept | | | |
| | PHPSESSID | Session ID | The time of the session | |

We also use third party cookies to diffuse video on our website or to make statistics. If you want to know more, please visit the following links:

| Name | Link to cookie policy |
|--------------------|---|
| Google Analytics | https://support.google.com/analytics/answer/6004245 |
| Youtube | https://www.youtube.com/ |
| Cybercite_tracking | https://www.cybercite.fr/ |
| Facebook | https://fr-fr.facebook.com/policies/cookies/ |

You can accept or refuse cookies at any time, by modifying the settings of your web browser. Please consult the instructions of your web browser to determine how to update these settings.

Please note that if you delete a cookie or if you refuse the installation of cookies, certain functionality on the site will not be available.

❖ Notification of contravention of personal data regulations

We commit to notifying the advisory authority within seventy-two hours of detecting a case of contravention of personal data regulations.

❖ Right of access to and of modification of collected data

In accordance with current data protection regulations, you have the right to access, modify and correct, transfer, delete, refuse the usage of, and limit the processing of your personal data for legitimate reasons. In order to exercise your right, please address your request to us by using the following link: <http://gdpr.kersia-group.com>

❖ Right to complain

If you have a complaint about our use of your information, we would prefer you to contact us directly in the first instance so that we can address your complaint.

However, we inform you that you have the right to lodge a complaint with a supervisory authority.

