

## Data protection policy of Teepi Website

### Personal data protection

This Data Protection Policy sets out how Users personal data are processed on this Site.

Users of this Site may communicate, to CACEIS, the Site publisher, personal data about themselves by using the various media for collection, tools and services made available to them on the Site: <https://www.teepi.com>

The data collected may be subject to processing, automated or not, in accordance with the General Data Protection Regulation, “GDPR”, of 27 April 2016 and under the conditions attached to each collection medium or service, described in the General Terms of Use of the Site if any and this Data protection policy.

For the purposes of this Policy, the following terms: “personal data”, “data protection officer”, “to process/processing”, “data controller”, “recipient”, “data processor” and “to transfer/transfer” have the same meaning as given to them in the GDPR.

### Data controller and purposes

The personal data collected via the various services or data collection media featuring on this Site are collected by CACEIS, the Site publisher, acting as data controller within the meaning of the GDPR, except where it is expressly mentioned on the data collection medium that the data controller is a third party. In this case, under the law, the data controller will specify to you the characteristics of the processing activity that it implements under its sole responsibility.

In the context of the use of the Site and its services, the personal data that you communicate are collected and processed by CACEIS in order to respond to your requests expressed using the forms, tools and services made available to you, to fulfil a contractual or pre-contractual obligation at your request, to fulfil our statutory obligations or to satisfy pursuit of the legitimate interests of the publisher of the Site or of a third party without disregarding the rights of the user.

The purpose of the cookies present on the Site is to allow the correct functioning of the Site, to measure the Site audience and also to be able to personalize your experience and, subject to your consent, to send you personalized communications relating to your requirements. On the legal basis of the legitimate interest or the consent as the case may be, the data may be processed for the purpose of commercial prospecting, subject to compliance with the relevant regulations (right to oppose prospecting by post and by telephone - prior consent for prospecting carried out electronically).

When you are identified on the Site as a user, the personal data collected is as follows:

- identifier (email address) ;
- name ;
- First name.

The finalities of treatment are as follows:

- Manage your access to the Site and its use;
- Send users newsletters about our projects;
- Information gathering form, questionnaires, appointment request and information request;
- Collection of information in connection with the subscription of products or services online
- Cookies.

### **Characteristics concerning the use and data collection**

The mandatory nature of communication of information is indicated by the presence of wording to this end. However, failure to communicate these data will mean that CACEIS will be unable to process your request or that you will be unable to use the tool or the service.

### **Data retention time**

The User's personal data are retained and processed for the period necessary to achievement of the purpose pursued and, as a maximum, for the periods mentioned in this data protection policy:

- 12 months as from storage of cookies on the user's hardware;
- 13 months for login data (IP address, logs, etc.).

### **Procedures for exercising your rights**

You have some rights regarding your personal data that we collect and process in relation with your use of the Site, its services and your requests. These rights are as follows:

- a right of access, rectification and erasure of data (which are inaccurate, incomplete, ambiguous or outdated);
- a right of restriction of the processing of your data under the conditions provided for in the regulations;
- a right of portability of data;
- a right to withdraw your consent at any time;
- a right to file a complaint with a supervisory authority.

You may exercise these rights by contacting the data protection officer:

**[caceisdpo@caceis.com](mailto:caceisdpo@caceis.com)**

In the event of any dispute, the user may file a complaint with the CNIL [French data protection authority] whose website address is [www.cnil.fr](http://www.cnil.fr) and whose registered office is at 3 Place de Fontenoy, 75007 Paris, France.

## Data recipients

Your personal data may be communicated to:

- any entity within the CACEIS Group in the event of pooling of resources or grouping of companies;
- our subcontractors solely for the purposes of subcontracting;

## Cookies

When browsing our Site, information relating to your browsing may be saved in small files known as “cookies”, installed on your device (computer, tablet, smartphone, etc.), subject to the choices expressed regarding cookies, which you can modify at any time.

The information below will help you understand how cookies work and how current tools can be used for settings.

### What is a cookie?

A cookie is a small text file, image or software, containing information, which is saved on your device’s hard drive (e.g. computer, tablet, smartphone, or any device allowing browsing on the Internet) when visiting a website with your browser. It is transmitted by the server of a website to your browser. The cookie file concerns in particular, pages visited, adverts on which you have clicked, the type of browser you are using and your IP address, and enables its issuer to identify the device on which it is saved, for the period of validity or saving of the cookie concerned.

Only the issuer of a cookie can read or modify the information contained in it.

Cookies improve your browsing on our Site and are essential to access certain secure spaces. If you decide to block all cookies using your Internet browser, you will only be able to visit the public area of our Site.

As stated on the Site information banner, by continuing to browse our Site, you agree to our use of cookies. You can change your decision at any time, by objecting to the saving of cookies (see below: objecting to the saving of cookies).

### Why do we use cookies?

We use 2 types of cookies which purposes are described below.

Some technical cookies (session cookies in particular) are essential for the smooth running of the website. Their removal can result in browsing difficulties as well as the impossibility of subscribing online to our offers.

### *1. Technical cookies*

Technical cookies are cookies strictly necessary to the functioning of the Site. They permit the *access* to the reserved and personal areas of our Site, thanks to personal logins (session identifier cookies), to implement security measures (for example, when a new request is made to log on to a content or a service after a certain period of time), and to allow or to facilitate communication for the provision of a service electronically, expressly requested by the browser. These cookies are deleted once you close your browsing session.

These cookies are issued and stored by CACEIS. They have a very short life, for the most part the length of the session, and one year at the most.

### *2. Cookies for analytics and the production of statistics*

These cookies collect information about how visitors use a website. For example, the number of visits, the pages most frequently visited and so on. These cookies make it possible to produce analytics based on traffic, resulting in improvement of our Site contents depending on the success encountered by a particular page with our visitors.

Google Analytics, the statistical tool used by CACEIS, generates a cookie with a unique identifier, whose duration is limited to 14 months. We collect the IP address, in order to identify the city from which you are connecting. The last two bytes are immediately anonymized. CACEIS can therefore under no circumstances identify an individual Internet user via the data collected.

For further information, and subject to the availability of this information in French, please refer, as appropriate, to the following site:

Google Analytics: [click here to view Google Analytics' privacy policy](#).

The data collected are not transferred to third parties or used for other purposes.

### **How do I manage cookies?**

You have several options for managing cookies. Any settings you set in place may modify your Internet browsing and your conditions of access to certain services requiring the use of cookies.

### ***If you share use of your terminal with other people***

If your terminal is used by more than one person and when the same terminal uses more than one browsing software, we cannot guarantee you that the services intended for your terminal correspond to your own use of this terminal and not to the use of another user.

You can decide at any time to indicate and change your requirements in terms of cookies, using the methods described below.

## **1. Your browser settings**

You can set your browsing software so that cookies are saved on your terminal or, on the contrary, that they are disabled either systematically or depending on their issuer. You can also set your browsing software so that you are asked, selectively, to accept or refuse cookies, before a cookie can be saved on your terminal.

The settings of each browser are different. They are described in your browser's menu.

### **For Chrome**

<https://support.google.com/chrome/answer/95647>

### **For Internet Explorer**

<https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies>

### **For Firefox**

<https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer>

### **For Opéra**

<https://help.opera.com/en/latest/web-preferences/#cookies>

### **For Safari**

<https://www.apple.com/legal/privacy/en-ww/cookies/>

or

#### *For Chrome*

- Click on the icon representing three vertical bars on the browser toolbar.
- Select Settings.
- Click on "Show advanced settings".
- In the "Privacy" section, click on "Content settings".
- Under "Cookies", you can block cookies and data from third party sites.

#### *For Firefox*

- At the top of the Firefox window, click the Firefox button (Tools menu in Windows XP), then choose Options.
- Select the "Privacy and Security" panel.
- Set Cookies setting: to "Use custom settings for history".
- De-select "Accept cookies".

#### *For Safari*

- Go into Settings > Preferences.
- Click "Privacy".
- Under "Block cookies", select "Always".

#### *For Internet Explorer*

- Go into Tools > Internet Options.
- Click "Privacy" tab.
- Click Advanced, select "Refuse".

#### *For Opéra*

- Go into Settings > Preferences.

- Click “Advanced” tab.
- In “Cookies”, select “Never accept cookies”.

*For Microsoft Edge*

- Go into Settings
- Click on "Advance"
- In the Cookies section, select the desired option.

**2. Your choices made online directly from our Site: Opt-out terms**

From our Site, you can also set your choices relating to the cookies that we save on your terminal, using the link shown below. If the cookie is refused, a cookie solely aimed at disabling the services associated with the cookie will be saved on your terminal.

NB: consideration of your request relies on a cookie. If you delete all cookies saved on your terminal, via your browser, we will no longer know that you have selected this option.

**For audience measurement cookies** : statistics reported by Google Analytics, please visit:  
<https://tools.google.com/dlpage/gaoptout>

## Security

Our concern is to protect the quality and integrity of your personal data. The technologies and security policies applied make it possible to protect your personal data against any unauthorised access and any misuse. The various people who have access to the data are required to respect the privacy of the users of this Site and the confidentiality of their data.

We will never send you an e-mail asking you to provide us with confidential data (credit card number, PIN, etc.).