



CONFIDENTIALITY POLICY

This confidentiality policy defines and informs you about how Normalu SAS uses and protects the personal data that you send us, particularly when you use one of our Websites that can be accessed at the following URLs:

- <http://barrisol.com>
- <http://particulier.barrisol.com>
- <http://editions.barrisol.com>
- <http://artolis.eu>
- <http://arcolis.eu>
- <http://microsorber.net>
- <http://barrisol360.com>

This confidentiality policy is subject to change or additions being made at any time by Normalu SAS, particularly with a view to complying with any legislative, regulatory, jurisprudential or technological changes.

In such an event, the date on which it is updated will be clearly identified in the header of this policy. These changes are applicable from when they are placed on-line. Consequently, you should look up this confidentiality policy regularly in order to find out about any changes made to it.

1. Information gathering

The concept of "personal data" refers to any information relating to an identified or identifiable natural person.

This information is required for processing files within the context of our activities.

We gather information when you contact us at our site.

The information gathered includes your e-mail address as mandatory information and, where applicable, your name, telephone number, address, the information about your part, and your request.

Furthermore, we receive and automatically record information from your computer and browser, including your IP address, your browser, the type of operating system, your cookies, and the page that you request.

2. Use of the information

All the personal information that we gather from you may be used for the following purposes:

- Customer relations management;
- Personalising your experience and responding to your individual needs;

- Carrying out canvassing operations;
- Generating commercial statistics;
- Publishing an authentication certificate;
- Managing requests for access rights, and requests concerning rectifications and objections;
- Managing unpaid invoices and disputes;
- Improving our Website.

We only use your personal data if you have consented to this or if this use is based on one of the legal grounds laid down by the law:

- Protection of the legitimate interests of our company;
- Execution of a contract or a pre-contractual measure to which you are a party;
- Fulfilling a legal or regulatory obligation;
- Preserving the public interest.

3. Period for which the information is kept

Your personal data are kept for the period required by the law applicable or for any other period necessary for fulfilling the purposes for which they were gathered so that we may fulfil our operational obligations; for example in order to facilitate customer relations management or to fulfil legal or regulatory requirements.

If you wish to obtain further information about the period for which your personal data will be stored or about the criteria used to determine this period, please contact us at the address indicated in point 10 below.

4. Disclosure to third parties

Only Normalu SAS receives your personal data.

We do not sell, exchange or transfer your identifiable personal data to third parties, with the exception of the third parties referred to below:

- Members of the Barrisol network (sales staff and distributors);
- Sub-contractors, agents or trusted service providers offering a security standard equivalent to our one, who help us to operate our Website or to conduct our business, so long as these parties agree to keep these confidential data;
- Companies that conduct commercial or market studies for Normalu;
- Any other person involved in the event of a dispute regarding a file;
- The French Government, and the judicial or administrative authorities/courts.

We think that it is necessary to share data in order to carry out inquiries, warn about and take measures concerning illegal activities, presumed cases of fraud, situations involving potential threats to the physical safety of any person, breaches of our conditions of use, or when the law compels us to do so.

We undertake not to transfer your personal data to third parties whose business or purpose may be to acquire new prospects.

5. Transfer of the data abroad

Likewise, your personal data may be shared with service providers located in a third-party State in relation to the European Economic Area.

We carry out these data transfers only when it is necessary for fulfilling a contractual obligation, a legal obligation, for protecting the public interest, or for defending our legitimate interests.

We guarantee that these service providers offer guarantees equivalent to European compliance standards.

Thus, your personal data will be transferred to service providers who have been the subject of an approval decision by the European Commission or who take one of the following precautions in order to ensure the protection of your data:

- Concluding a contract with the service providers by virtue of which the latter will have to protect your personal data using means similar to the ones set out by the Regulations, such as the insertion of standard contractual clauses approved by the European Commission; or
- Transferring your personal data to bodies benefiting from Binding Corporate Rules enabling adequate protection to be offered for data transferred from the European Union to third-party countries in relation to the European Economic Area, within the same enterprise or the same group.

6. Protection of personal data

We implement a range of security measures in order to protect the security of your personal data.

Only employees who need to carry out specific work (for example, sending a newsletter or checking a guarantee) have access to identifiable personal data. The computers and servers used to store the identifiable personal data shall be kept in a secure environment.

We require our employees, service providers and partners to comply with strict standards in the area of the security and protection of personal data, including contractual obligations under the terms of which they are committed to protecting all the data and applying strict measures in terms of the transfer of personal data.

7. Use of Cookies

We use cookies in order to optimise access to our site and to identify regular visitors. Furthermore, our cookies improve the user's experience by monitoring and targeting his or her interests and preferences.

You have various means at your disposal for managing the implementation of cookies.

At any time, you may choose to deactivate the implementation of cookies or eliminate the ones that may already have been installed on your computer, tablet or smartphone using your browser's parameterisation.

Your personal data are kept for a period of 13 months.

8. Unsubscribing

We use the personal data that you supply in order to send information, news about the company on an occasional basis, information about related products, etc. If, at any time, you wish to unsubscribe and no longer receive e-mails, detailed instructions for unsubscribing are included in the footer of each e-mail.

9. Consent

By using our site, you consent to our confidentiality policy. Furthermore, when you contact us, a reminder of the confidentiality policy will need to be validated so that you will know that your personal data sent are processed in compliance with the applicable regulations.

10. Rights relating to the processing of your personal information

You have the following rights concerning your personal data:

- **Right of access to and communication of the data:** You have the option of accessing the personal data relating to you, subject to the proviso that you provide proof of your identity, particularly by providing a scan of your valid ID.
- **Right to rectify data:** You have the right to request the rectification, and/or updating of data concerning you which may turn out, as the case may be, to be inaccurate, incorrect, incomplete or obsolete.
- **Right to object:** You have the option of objecting at any time to the processing of your personal data.
- **Right of erasure or the right to be forgotten:** You may request the deletion of your data if one of the following reasons applies:
 - The data are no longer necessary for the purposes for which they were gathered;
 - You withdraw your consent to processing;
 - You object to the processing of your data and there is no compelling legitimate reason for the processing;
 - The data form the subject of illegal processing;
 - The data may be deleted in order to fulfil a legal obligation.
- **Right to limitation of processing:** You may obtain limitation of the processing of your personal data.
- **Right to portability:** When this is legally applicable, you have the right to obtain from Normalu SAS the personal information that you provided us with in a structured format commonly used and which is machine-readable, in order to forward them to another processing manager.
- **Right to not be subject to automated decision-making:** The right to not be subject to a decision based solely on automated decision-making, including profiling, in the event that the decision would have a legal effect on you or would give rise to a similar significant effect;
- **Right to withdraw your consent:** When you have granted your consent to the processing of your personal data, you have the right to withdraw your consent at any time. Please note that Normalu SAS is likely to continue processing your personal data if a legitimate reason for doing this authorises it to do so.
- **Right to present a complaint to the CNIL (National Commission of Information Technology and Civil Liberties)** whose Website can be accessed at the following address: www.cnil.fr and whose head office is at 3 Place de Fontenoy – TSA 80715 - 75334 Paris Cedex 07.

You may exercise your rights by writing to us via e-mail at the following address: privacy@barrisol.com