

Privacy and Data Protection Policy

MARCH 2021

This privacy and personal data protection policy describes Mondeca's methods and practices for the use of received and collected personal data. Mondeca guarantees to use your personal data only for the purposes and practices described in this document and undertakes not to collect or disclose your personal data for other purposes in accordance with the General Data Protection Regulation (GDPR).

CATEGORIES AND USES OF PERSONAL INFORMATION COLLECTED

Mondeca collects personal data only to help and support users of its website or its customers and partners. This data may be sent to us directly by you or provided to us when you visit our website or when you use the software solutions we market. Mondeca may receive personal data from third parties for statistical processing and quality control. When you submit your information and personal data via the contact form, so that Mondeca can contact you, the only information you are sending is the information entered in that form.

Mondeca guarantees that data, whether personal or not, is only used for defined purposes and practices. These practices include using the contact information you send us (Name, Company name, E-mail address or telephone number) to reach out to you and respond to your requests. When you subscribe to the Mondeca newsletter, your e-mail address is stored and used to send you the newsletter each time a new edition is published. When you receive this newsletter, Mondeca offers you the opportunity to unsubscribe from the newsletter to no longer receive it and to delete your email address from the database used by Mondeca to send it to you. Mondeca also reserves the right to inform you of any changes to its Privacy and Personal Data Protection Policy by email.

When you browse the Mondeca website, we use Google Analytics to obtain statistical information. The collected data corresponds to standard Google Analytics settings.

Mondeca uses this data only to improve your experience on its website and does not use it for communication or marketing purposes. Mondeca does not link this information to any information you may send through its contact request interfaces but reserves the right to use it for other purposes described in this privacy policy with the exception of the exclusions Mondeca has just described.

Mondeca does not receive third-party data as a result of your browsing this website through other services and therefore does not use information that could be used to identify you.

Mondeca does not collect any recordings, videos or images about you while you are browsing this website. However, in the context of an online meeting or collaboration with Mondeca, Mondeca reserves the right, with your authorization, to use this type of personal data for marketing and communication purposes. As this is not precisely defined in the present statement, Mondeca undertakes not to use this type of data without your prior consent and without providing you with a detailed description of the intended use.

Mondeca may receive personal data with your prior consent for statistical processing and quality control by third parties. This personal data may be:

- your name and first name,
- your phone number,
- your message or comment,
- your email address,
- your postal address.

Mondeca does not receive, transmit or resell any such information to other parties. Nor does Mondeca use this information to link it to other information that may be relevant to you and does not keep this information longer than authorized. Mondeca only uses this data for quality control and statistical purposes.

Any refusal to provide your personal data or request for deletion may result in a degradation of the quality of service and user experience when browsing Mondeca's website or using Mondeca's solutions.

HOW MONDECA USES YOUR PERSONAL DATA

Mondeca only uses your personal data for the services provided by Google Analytics to which you have agreed. For more information on how Google Analytics uses your personal data, please refer directly to the Google Analytics support [here](#).

We use collected personal data for the purposes described in this Privacy and Data Protection Policy, as defined in any agreement incorporating this Policy, or as communicated to you in connection with our website and services provided by Mondeca. For example, we will use your information to:

- send our newsletter,
- improve your browsing experience on our website,
- respond to your comments and questions,
- exchange with you following your request for contact to address your needs
- protect our activities, partners or users,
- ensure the security of our products, services and facilities,

- provide our customers with a statistical view and a quality control of the information.

We process your personal data only when at least one of the following conditions applies:

- to fulfil our obligations under the contract concluded with you,
- if there is a legitimate reason to collect and use your personal data,
- if you have given your consent for the use of your personal data (if you wish to withdraw your consent, please contact us at info@mondeca.com),
- if we must use your personal data to comply with a legal obligation,
- if your data is public or you have made it public.

PERSONAL DATA SHARING

Mondeca is committed to protecting your personal information and ensuring its confidentiality. In certain circumstances, Mondeca may need to share your data with third parties, for example:

- when Mondeca must disclose your personal information to comply with legal requirements, such as a court order or subpoena.
- when Mondeca is requested to disclose your personal data in response to a request from a law enforcement agency or, if Mondeca believes it is necessary to verify or prevent, enforce compliance with, or take action regarding a law enforcement agency regarding:
 - illegal or suspected illegal activities,
 - suspicions of fraud,
 - situations involving potential threats to a person's physical integrity,
 - the protection of the rights and property of Mondeca, its employees, customers or other third parties, or violations or alleged violations of its agreements and policies,
 - in any case where required by law, permitted by law.
- Mondeca may also disclose personal data to its auditors, attorneys or other advisors in connection with business requirements.

This Privacy and Data Protection Policy does not apply to the activities of third parties when they collect and use data on their own behalf or on behalf of others. We are not responsible for the activities of such third parties. We invite you to consult their privacy policies in order to understand how they use your information.

STORAGE AND SECURITY OF YOUR PERSONAL DATA

Mondeca has implemented reasonable and appropriate physical, electronic, and managerial procedures to better protect your personal data. However, you should be aware that no company, including Mondeca, can completely eliminate the security risks associated with personal data.

Mondeca has implemented physical, electronic, and managerial procedures and measures to the best of our ability. However, Mondeca informs you that there is no such thing as zero risk and that it is impossible to eliminate all security risks associated with your personal data on a permanent basis.

Information collected by Mondeca may be stored on your computers and/or mobile devices, any computing device that enables navigation on this website or our own servers. It is transferred to, accessed from or stored and processed on servers in the European Union in order to comply with the Data Protection Act. However, Mondeca protects all personal data that we obtain in accordance with this Privacy and Data Protection Policy and takes steps to ensure that it is processed in accordance with the law and regulations.

In certain circumstances, we may retain your personal data even though you are no longer involved with Mondeca.

For example:

- We may retain your personal data in order to protect our legal rights or those of third parties, or to comply with the law.
- If you purchase our products or services, we may retain your personal data for as long as necessary to provide customer service or for compliance purposes, for example, to meet our record keeping obligations.

CONTROL OF YOUR PERSONAL DATA

When you use our websites, you can configure your browser to delete cookies and refuse cookies from our servers. Deleting or rejecting cookies may affect certain features or services on our websites. We use cookies only for statistical tracking, site navigation and to record the options you have chosen.

You have rights to your personal data, depending on local data protection legislation.

If you are based in Europe, you can ask us to perform the following actions:

- Confirm whether or not your personal data is being processed
- Send you details on how personal data is processed
- Take into account your valid objection to the processing of your personal data (this includes the right to object to the processing on grounds relating to your particular situation where we invoke our legitimate interest as a legal basis for processing your personal data)
- Correct or delete the personal data we hold about you
- Set limits on the processing of your personal data
- Take into account your valid request to transfer your personal data to a third party service provider (data portability)
- Ask us to withdraw your previously given consent for the processing of your personal data

PRIVACY SHIELD AND DATA TRANSFER

With respect to the personal data of residents of the European Union and the United Kingdom, Mondeca adheres to the Privacy Shield principles and participates in the Privacy Shield framework between the European Union and the United States. Mondeca also complies with the U.S.-Switzerland Privacy Shield framework, as set forth by the U.S. Department of Commerce, regarding the collection, use and retention of personal information transferred from Switzerland to the United States.

Mondeca complies with the Privacy Shield principles for subsequent transfers, including liability clauses. However, Mondeca does not transfer your personal information to third parties located in the countries in question at this time.

CONTACT

Mondeca is a French company located in Paris. If you have any questions or concerns about the way we handle your personal data or about confidentiality, please write to us at the following address:

Mondeca

35 boulevard de Strasbourg

75010 Paris,

France

info@mondeca.com

www.mondeca.com

UPDATES

We regularly update this Privacy and Data Protection Policy. If we make significant changes to our data management practices, we will post those changes on our page and on our Privacy and Data Protection Policy. If you are affected by these changes and Mondeca is able to do so, we will notify you of these changes by email.