

PRIVACY POLICY

How useful is this policy?

Koedia SAS, which manages the website www.koedia.com, attaches great importance to the protection and confidentiality of your personal data, which represent for us a pledge of seriousness and trust. The Privacy Policy specifically reflects our willingness to enforce compliance within Koedia SAS with applicable data protection rules and, in particular, with the General Data Protection Regulation ("GDPR"). In particular, the privacy policy aims to inform you about how and why we process your data in connection with the services we provide.

Who is this policy for?

The policy applies to you, regardless of where you live, as long as you are at least 15 years old and are a visitor of our www.koedia.com website. If you are under the legal age detailed above, you are not authorized to use our services without the prior and explicit consent of one of your parents or the holder of parental authority, which must be sent to us by email at dpo@koedia.com. If you believe that we are holding personal data about your children without your consent, please contact us at the dedicated address detailed above.

Why do we process your data?

To provide our services, we have to process your personal data for :

- 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 our publications on social networks on the basis of our legitimate interest in benefiting from a dedicated page on social networks.
- Apply for a position within Koedia SAS on the basis of discussions we have with you during the recruitment process and our legitimate interest in recruiting and selecting candidates.
- To upload and import documents onto our website, on the basis of our general terms and conditions of use.
- To operate videos on our website on the basis of our legitimate interest in offering you content in video format.
- To receive our newsletter which informs you of any news about our services on the basis of your consent, or our legitimate interest if you are already a customer of our services.
- Your data is collected directly from you when you use our website and we undertake to process your data only for the reasons described above.

What data do we process and for how long?

We have summarized the categories of personal data that we collect and their respective duration of retention. If you wish to obtain further details on the retention periods applicable to your data, you can contact us at: dpo@koedia.com.

- Professional identification data (e.g. last name, first name, position, company, etc.) and contact data (e.g. email address and business phone number, etc.) kept for the entire duration of the provision of the service, plus the legal statute of limitations, which is generally 5 years.
- When there is a confusion between the name of your structure and your personal name (e.g.: auto-entrepreneur, TPE, etc.), economic and financial data (e.g.: bank account number, verification code, etc.) kept for the time necessary for the transaction and the management of invoicing and payments, to which are added the legal statute of limitations, which are generally from 5 to 10 years
- Email to receive our newsletter kept until the end of your subscription to the newsletter.
- Data indicated in the CV and covering letter kept for the duration of the recruitment process and then for 2 years from the date of your application.

Once the retention periods described above have expired, the deletion of your personal data is irreversible, and we will no longer be able to provide it to you after this period. At most, we may only retain anonymous data for statistical purposes.

Please also note that in the event of litigation, we are required to retain all of your data for the duration of the processing of the case even after the expiration of the retention periods described above.

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

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

- Right of access and to obtain a copy of your personal data as long as this request is not in opposition with business secrecy, confidentiality, or the secrecy of correspondence.
- Right of rectification of personal data that are incorrect, obsolete or incomplete.
- Right to object to the processing of your personal data implemented for commercial prospecting purposes.
- Right to request erasure ("right to be forgotten") of your personal data that are not essential to the proper functioning of our services.
- Right to the restriction of processing your personal data which allows you to freeze the use of your personal data in case of dispute about the lawfulness of a processing.
- Right to ask for the portability of your data which allows you to download part of your personal data in order to store it or transmit it easily from one information system to another.
- Right to provide guidelines on the fate of your data in the event of your death either by you, a trusted third party or an heir.

To be considered, your request has to be done by you only at the address dpo@koedia.com. Any request that does not follow this process cannot be treated. Requests cannot be made by anyone other than you. Therefore, we may ask you to provide proof of identity if there is any doubt about your identity. 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 may always refuse to respond to any excessive or unfounded request, especially if it is repetitive.

Who can access your data?

Your personal data can also be transferred to our service providers for the sole purpose of technically operating our service (e.g. data host). We specify that we audit every service providers before recruiting them in order to verify that they are strictly complying with the applicable rules regarding personal data protection. WE GUARANTEE THAT WE WILL NEVER TRANSFER OR SELL YOUR DATA TO THIRD PARTIES OR COMMERCIAL PARTNERS.

How do we protect your data?

We implement all the technical and organizational means required to guarantee the security of your data and, in particular, to fight against any risk of destruction, loss, alteration or unauthorized disclosure of your data (e.g. training, access control, passwords, etc.).

Can your data be transferred outside the European Union?

Personal data processed by our www.koedia.com website is exclusively hosted on servers located within the European Union. Furthermore, we do our utmost to use only technical tools whose servers are also located within the European Union. However, if this is not the case, we scrupulously ensure that they implement the appropriate guarantees required to ensure the confidentiality and protection of your personal data.

Who can you contact for more information?

We have officially appointed an outsource and independent Data Protection Officer ("DPO") to our supervisory authority in order to ensure the safety and confidentiality of your personal data. You can contact our DPO at any time and free of charge at dpo@koedia.com in order to obtain more information or details on how we process your personal 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 Cedex 07 or by phone at 01.53.73.22.22.

Can the policy be modified?

We may change our Privacy Policy at any time to adapt it to new legal requirements as well as to new processing that we may implement in the future.