

# Privacy policy

## What is the purpose of our Privacy Policy?

**Doucede Ip, which manages the [www.doucede-ip.com](http://www.doucede-ip.com) website, attaches great importance to the protection and confidentiality of your personal data, which we consider to be a mark of trustworthiness and reliability.**

As such, our Personal Data Privacy Policy precisely **reflects our desire to ensure compliance, within Doucede Ip, with the rules applicable to the protection of personal data and, more specifically, those of the General Data Protection Regulation ("GDPR").**

In particular, our Privacy Policy aims to inform you about how and why we process your personal data as part of the services we provide you.

## To whom is our Privacy Policy addressed?

Our Privacy Policy is addressed to you, regardless of where you live, as long as you are at least 15 years old, whether you are a customer, a candidate for a position within Doucede Ip, or a visitor to the [www.doucede-ip.com](http://www.doucede-ip.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 e-mail at [gdpr@doucede-ip.com](mailto:gdpr@doucede-ip.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 personal data and on what basis?

We process your personal data primarily for the following purposes

- to browse our website, to benefit from our services and so that we can respond to your requests (e.g. requests for information, complaints, requests via our contact form, 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 on our publications on social networks on the basis of our legitimate interest in having a dedicated page on social networks.
- make an appointment with our teams on the basis of our legitimate interest in offering you an easy way to make an appointment with us.

### How do we obtain your personal data?

Your data is collected directly from you when you are a customer of our services or a "simple" visitor to our website [www.doucede-ip.com](http://www.doucede-ip.com), and we undertake to process your data only for the purposes described above.

Your personal data may also be processed indirectly in the context of trade fairs or social networks (e.g. LinkedIn).

However, when you voluntarily publish content on the pages we publish on social networks, you acknowledge that you are entirely responsible for any personal information you may transmit, whatever the nature and origin of the information provided.

### What personal data do we process and for how long?

We have summarized the categories of personal data and their respective retention periods below:

- **Professional identification data** (e.g. surname, first name, position, company, etc.) and **contact details** (e.g. e-mail address and business telephone number, etc.) retained for the duration of the service provided, plus the statutory limitation periods, which are generally 5 years.
- Where there is **confusion between the name of your organization and your personal name** (e.g.: self-employed entrepreneur, very small business, etc.), **economic and financial data** (e.g.: bank account number, verification code, etc.) retained for the duration necessary for the transaction and the management of invoicing and payments, plus the statutory limitation periods, which are generally 5 to 10 years.
- **Connection data** (e.g. logs, IP address, etc.) kept for 1 year.
- **Cookies**, which are generally kept for a maximum of 13 months. For more details on how we use your cookies, please consult our cookies policy, which is available at all times on our website.

Once the applicable retention periods have expired, the deletion of your personal data is **irreversible** and we will no longer be able to communicate it to you. At most, we can only keep anonymous data for **statistical purposes**.

Please also note that in the event of **litigation**, we are obliged to **retain all personal data** concerning you for the duration of the case, even after the expiry of the retention periods described above.

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

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

- The right **to access and copy** your personal data, provided this request does not conflict with business secrecy, confidentiality or the confidentiality of correspondence.
- The right **to rectify** any personal data that may be erroneous, obsolete or incomplete.
- The right **to object to the processing** of your personal data for commercial prospecting purposes.
- The right **to request the deletion** ("right to be forgotten") of personal data that is not essential to the proper functioning of our services.
- The right **to restrict the use** of your personal data in the event of a dispute as to the legitimacy of processing.
- The right **to data portability**, which enables you to retrieve part of your personal data so that it can be easily stored or transmitted from one information system to another.
- The right **to give instructions** on what to do with your data in the event of your death, either through you, a trusted third party or a beneficiary.

For a request to **be taken into account**, it must be sent directly by you to [gdpr@doucedep-ip.com](mailto:gdpr@doucedep-ip.com). Any request that is not made in this way **cannot be processed**.

Requests cannot come from anyone other than you. We may therefore ask you to provide **proof of identity** if there is any doubt about the identity of the person making the request.

We will respond to your request **as quickly as possible**, subject to a **maximum** of three months from receipt if the request is technically complex or if we receive many requests at the same time.

Please note that we can always **refuse** to respond to **any excessive or unfounded request**, particularly in view of its **repetitive nature**.

## Who can access your personal data?

Your personal data is processed by our teams and by our technical service providers for the sole purpose of running our service.

We would like to point out that we check all our technical service providers before hiring them, to ensure that they scrupulously comply with the rules applicable to the protection of personal data.

**WE ALSO GUARANTEE THAT WE WILL NEVER TRANSFER OR SELL YOUR DATA TO THIRD PARTIES OR BUSINESS PARTNERS.**

## Can your personal data be transferred outside the European Union?

Personal data processed by our 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 take great care to ensure that they implement the **appropriate guarantees required to ensure the confidentiality and protection of your personal data.**

## How do we protect your personal data?

We implement **all the technical and organizational means** required to guarantee the security of your personal data on a daily basis and, in particular, to combat any risk of destruction, loss, alteration or disclosure.

## Do we use cookies when you browse our website?

We inform you that we use cookies when you browse our website. For more information, please consult our Cookie Policy.

## Who can you contact for more information about the use of your personal data?

To best ensure the protection and integrity of your data, we have formally appointed an **independent Data Protection Officer ("DPO")** to our supervisory authority.

You can contact our DPO at any time, free of charge, at [gdpr@doucede-ip.com](mailto:gdpr@doucede-ip.com) for further information or details on how we process your data.

## How can you contact the CNIL?

You can contact the "**Commission nationale de l'informatique et des libertés**" or "**CNIL**" at any time using the following details: CNIL Complaints Department, 3 place de Fontenoy - TSA 80751, 75334 Paris Cedex 07 or by telephone at 01.53.73.22.22.

### Can the Cookie Usage Policy be modified?

We may modify our Privacy Policy at **any time** to adapt it to **new legal requirements and to new processing operations** that we may implement in the future.

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