



# PRIVACY POLICY

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*Last updated on 10<sup>th</sup> April 2021*

This Privacy Policy will help you understand how and why your personal data is collected and processed by Tarmac Technologies and how to exercise your rights.

This Privacy Policy may be updated, in particular to take into account changes in our services, technologies or applicable regulations. These updates will take effect immediately when they are made available and can be consulted on our website or via our application AGOA.

## **1. Data controller**

The person processing your personal data is **Tarmac Technologies**, a French simplified joint stock company with a capital of 20,000 euros registered with the trade and commercial register of Bobigny under n°880 562 343 00025 and having its head office at 7 place de l'Hôtel de Ville, 93600 Aulnay-sous-Bois (France), and whose legal representative is Anthoine Dusselier.

This Privacy Policy applies to all the processing of personal data carried out by Tarmac Technologies in its capacity as data controller via its website [tarmactechnologies.com](http://tarmactechnologies.com) and via the application AGOA.

## **2. Personal data collected and sources**

The personal data we collect when you contact us or use our services may be, without this list being exhaustive, data relating to:

- Your identification (surname, first names, email address, username/password, etc.);
- Your professional life (job title, company, etc.);
- Information transmitted via the "Contact form" or the "Request Demo";
- Personal data relating to users of our application AGOA (surname, first names, email address, username/password, etc);
- If necessary, personal data of certain employees of our clients concerned by our services (and in particular their names and job titles);
- If necessary, personal data of certain customers of our clients (travelers).

When you browse our websites and services, we may also collect:

- Information about your use of our sites and services, including data traffic and records of choices you make online;
- Log files and statistics relating to actions taken on our sites and services;
- Technical information about any device and operating system you use when you visit our sites, including your device identifier, Internet Protocol (IP) address, your device's browser version, the pages of our service you visit, the time and date of your visit, the time spent on those pages, and other statistics.

To collect and process tracking data on our sites, we use cookies; to better understand how they work and what they are used for, please see the "Cookie Information" section below.

When you exercise your rights in accordance with "Rights" section below, Tarmac Technologies will collect your email address, surname, first name and, if applicable, proof of identity so that Tarmac Technologies can verify your identity and respond appropriately to your request.

## **3. Purpose and legal basis of the processing**

Tarmac Technologies collects personal data in particular for the following purposes:

- Providing and managing our services;



- Assisting you with using the services;
- Managing our commercial relationship;
- Responding to your contact/demo requests;
- Browsing the website and/or the application AGOA;
- Recognising your preferred settings;
- Analysing how you use our site and/or the application AGOA which helps us to troubleshoot any problems and to monitor our own performance;
- Ensuring that your rights are exercised and our rights are defended.

The processing performed by Tarmac Technologies is based on the following:

- where the processing is necessary for compliance with a legal obligation to which Tarmac Technologies is subject;
- where you have given consent to the processing of your personal data for one or more specific purposes;
- where the processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract;
- where the processing is necessary for the purposes of the legitimate interests pursued by Tarmac Technologies or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data.

#### 4. Period for which the personal data are stored

Data subject	Retention period	Reason for retention period
<b>Clients</b>	3 years after the end of the business relationship	For evidentiary purposes / To contact them
<b>Prospects</b>	3 years after the end of the business relationship.	To answer to their request or to contact them
<b>Website visitors</b>	13 months after they were first installed on your terminal	To allow proposer functioning of the services
<b>Data subject that exercise its rights</b>	5 years from the date of your request	To be able to prove within the statutory limitation periods that it has complied with its obligations

#### 5. Recipients of personal data

Tarmac Technologies communicates your personal data to its third party service providers.

#### 6. Personal data transfer

Tarmac Technologies may transfer your personal data to countries outside the European Union.

With regard to data hosting and storage, Tarmac Technologies requires its hosting service providers to host data in a European Union country. Tarmac Technologies databases are hosted by AWS on servers located in the European Union.



If, for technical reasons or for specific needs, personal data is transmitted or made accessible to third parties located outside the European Union, Tarmac Technologies ensures beforehand that the latter guarantee a sufficient level of protection for this data and comply with the GDPR.

## 7. Rights

Unless stated otherwise by the applicable law or any other legal provision or applicable regulations, you may exercise the following rights:

- **Right to access:** the right to be informed and to request access to your personal data;
- **Right to data portability:** the right to request a copy of your personal data in a structured and machine-readable format in order to hand it over to a third party;
- **Right to rectification:** the right to ask us to modify or update inaccurate or incomplete personal data;
- **Right to erasure (right to be forgotten):** the right to ask us to permanently delete personal data when you consider that we no longer have any reason to do such collect/process;
- **Right to restriction/limitation of processing:** the right to ask us to stop temporarily or the processing of all or part of the personal data;
- **Right to object:** the right to object at any time, for reasons related to your situation, to the processing of personal data concerning your having as its legal basis the pursuit of a legitimate interest. Unless we demonstrate a legitimate and compelling interest justifying such processing, we will only process plus the personal data concerned;
- **Right to decide the fate of your data after death:** the right to impose the fate that you wish to reserve your personal data in the event of death;
- **Right to file a complaint** with the supervisory authority or to get compensation from the competent courts.

You may exercise these rights by sending an email to [dpo@tarmactechnologies.com](mailto:dpo@tarmactechnologies.com), indicating your first and last name and attaching a proof of identity.

For the processing of personal data relating to employees or customers (travelers) of our clients, and that are communicated to us or provide to us in the context of the use of our services, our clients act as the controller and we act as a subcontractor within the meaning of the RGPD. It is therefore the responsibility of our clients to ensure that the rights of the persons concerned are respected and, more generally, that the applicable regulations are complied with.

## 8. Cookies

A cookie is a small text file that may be stored on your computer or mobile device that contains data related to a website you visit. It may allow a website “remember” your actions or preferences over a period of time, or it may contain data related to the function or delivery of the site. Cookies can be set by the owner of the website or in some cases by third party services the website.

Cookies will remain stored on your computer or device until deleted or until they reach their expiry date.

The law states that we can store cookies on your device if they are strictly necessary for the operation of this site. For all other types of cookies we need your permission.

There are different types of cookies.

- **Necessary Cookies** : These are cookies that are required for the operation of our websites. They include, for example, cookies that enable basic functions like page navigation or access to secure areas of our website. Without these cookies, some parts of our site just won't work as they should.
- **Preferences Cookies** : These cookies enable our website to remember information that changes the way the website behaves or looks, like your preferred language or the region that you are in. These are also used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences.



- **Marketing Cookies** : These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and its content more relevant to your interests.
- **Analytics Cookies** : They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

Tarmac Technologies retains your cookies for a period of 13 months and then deletes them.

You can disable cookies at any time either by using our cookie management tool or by deleting them via your browser's settings. Please keep in mind that changing the set-up of cookies may alter your access conditions to the services as well as your browsing experience.

Each browser has a different set up in terms of cookies. You can find the way to manage your cookies preference by using your browser's help menu.

- **For Chrome:** <https://support.google.com/chrome/answer/95647?hl=en&hlrm=en>
- **For Internet Explorer:** <https://support.microsoft.com/en-us/help/17442/windows-internet-explorer-delete-manage-cookies>
- **For Safari:** <https://support.apple.com/en-ph/guide/safari/sfri11471/mac>
- **For Firefox:** <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>
- **For Opera:** <https://blogs.opera.com/news/2015/08/how-to-manage-cookies-in-opera/>

## 9. Security

Tarmac Technologies has implemented a number of technical and organisational measures to meet the requirements of the GDPR in terms of personal data protection and security.

Tarmac Technologies has also appointed a Data Protection Officer (DPO), Maud Payan, who is responsible for ensuring that our practices comply with the GDPR. For each new processing operation implemented by Tarmac Technologies, our DPO, as part of an internal prior validation procedure, checks its purpose and legitimacy with regard to the company's needs, but also and above all with regard to the risk of infringement of data protection and/or the privacy of the persons concerned.

## 10. Contact

For any questions related to data protection and asserting the rights as listed, please do not hesitate to contact us by email : [dpo@tarmactechnologies.com](mailto:dpo@tarmactechnologies.com).

In the absence of a satisfactory response, you may contact the supervisory authority in charge of personal data protection, the Commission Nationale de l'Informatique et des Libertés ("CNIL"), located at 3 Place de Fontenoy - TSA 80715, 75334 Paris CEDEX 07.