

# PERSONAL DATA PROTECTION AND PRIVACY POLICY

DCS EASYWARE is committed to continuously protecting the personal Data of its customers, collaborators or business partners, in compliance with the EU General Data Protection Regulation or "GDPR" dated 27 April 2016.

The regulation encompasses the following principles:

- Information as regards the Personal Data collected and processed
- Right to rectification
- Right to be forgotten
- Right to portability
- Right of access
- Conformity and consent

## 1. WHAT SORT OF DATA DO WE COLLECT?

We only collect Data that are strictly essential to our collaboration.

The Data that we possess and process are:

- Your users' identification Data (customers or partners):
  - Surname, name
  - Postal address
  - Professional email
  - Phone number / mobile phone number
  - Duty - service
  - Login
  - Etc.
- The Data that are specific to the service delivered:
  - The information that is necessary in the invoice (name, surname of contact person, email, etc.)  
If you give us information on a third-party, you must make sure that he/she agrees with this handover.
- Your Data (collaborators, customers, partners):
  - Surname, name
  - Postal address
  - Professional email
  - Phone number / mobile phone number
  - Duty - service
  - Login
  - Etc.

## 2. HOW DO WE USE YOUR DATA?

DCS EASYWARE use the Data needed for the carrying out and management of the contract or the deal which binds us.

This includes the contractual relationship, the setting up of the service, its maintenance, its delivery and management, assistance, as well as the processing of your requests and invoicing.

These Data are kept as long as the management of the contract requires it and/or in compliance with the legal duration.

Without them, DCS EASYWARE could not carry out the services agreed in the deal/contract.

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## 3. HOW TO MANAGE YOUR PERSONAL DATA?

You can access your Data anytime, rectify them, ask for deletion, refuse their being processed in a particular situation and on lawful basis or else exercise your right to Data portability using the following contact email : [information.rgpd@dcsit-group.com](mailto:information.rgpd@dcsit-group.com)

The Data DCS EASYWARE needs to meet legal requirements and/or to make observations, exercise or protect a right in Court cannot be deleted. No reuse can be made of such Data.

## 4. HOW DO WE PROTECT YOUR PERSONAL DATA?

DCS EASYWARE has carried out the necessary actions enabling the company to protect the personal Data it uses. Your information is processed either electronically or manually (sometimes both) and in any case in a way that, considering its degree of sensitivity, can guarantee its security, protection and privacy, through administrative, technical and physical measures preventing Data loss, theft, use/leakage, disclosure or even unauthorized modification.

## 5. WHO CAN ACCESS YOUR PERSONAL DATA?

Your personal Data are only processed by the companies in the DCS GROUP. They will never be given away or sold to any outsider.

They are secured and hosted in France, Belgium, Iberica and only accessible by the persons entitled to access them as part of their duties.

## 6. WHAT ARE THE ACTIONS ALDREADY IMPLEMENTED BY DCS?

All collaborators processing personal Data from our customers and business partners have been made aware of DCS EASYWARE's GDPR Policy by means of training sessions and information meeting.

In addition to that, DCS EASYWARE's GDPR Policy is available for consultation to the group's website at [www.dcsit-group.com](http://www.dcsit-group.com). DCS EASYWARE's IT Policy will also be reviewed for that matter.

A GDPR committee has been appointed by the Data Protection Officer (DPO) and is responsible for following up on all GDPR actions.