

## **GDPR - Personal data protection charter by BV Corporation**

BV Corporation is led to collect personal data for the strict necessity of its commercial activity. This information is collected in various ways through direct contact with the data subjects (customers and prospects) or as part of marketing actions organised by the company.

This Data Protection Charter describes how BV Corporation collects this information and how it is used in application of the European General Data Protection Regulation (GDPR) in force (from May 2018).

### **BV Corporation processes personal data in order to better serve its customers or to develop its commercial activity with prospects.**

The methods of data acquisition are as follows:

1/ directly from the data subjects (customer or prospect) via any of the means of communication available to him/her:

- as part of a technical or commercial request (product information, quote or other);
- as part of reply coupons or other forms that need to be filled in;
- as part of placing an order that requires essential information, particularly for delivery and invoicing;
- as part of a warranty or product maintenance follow-up;
- as part of customer meetings or trade fairs.

2/ Indirectly in the context of a marketing action aimed at broadening the file of prospects in order to better communicate about the company's products and services:

- during a phoning session to find out who might be interested in the company's products or services;
- by files transmitted by groups of members who would like the company to prospect them directly;
- by the use of personal data that are accessible on any type of public medium (directory, list of contacts on the Internet, press, etc.);

## **The data subject is informed of this approach.**

As far as possible, the customer or prospect is informed that the information transmitted or collected will be managed as described below, at the time of collection or at the first solicitation.

After this information process and in the absence of express opposition on his/her part, the data subject is considered to have been informed of the use of the personal data collected and to have authorised the computerised processing of this data by BV Corporation as part of its commercial action.

A person responsible for the processing of personal data is appointed within BV Corporation. He/she is in charge of ensuring the correct application of the rules contained in this Charter and becomes the privileged correspondent for any request concerning this Charter.

In the event of commercial canvassing, the recipient may wish to stop receiving commercial solicitations and make this known at any time by one of the following means:

- . by mail to the postal address of BV Corporation;
- . by clicking the unsubscribe link in the e-mail;
- . by an e-mail to the person responsible for processing personal data:  
infoDonneesPersonnelles@bv-corporation.com

## **What data is collected?**

In the context of data processing, the information collected may include the following:

- first name, surname, address, date of birth, e-mail, telephone;
- title or level of responsibility in your company;
- invoicing and/or delivery address;
- financial information (e.g. credit card number or IBAN);
- history of quotations and/or purchases of products and services;
- any other information that the person contacted or who contacts the company wishes to share for any purpose.

## **Please note that the BV Corporation site is not designed to collect or use cookies.**

Only the information that the visitor is willing to include in the contact form will be collected as personal information by BV Corporation.

Cookies may, however, be used during navigation on the BV Corporation site by the navigation software present in the visitor's computer. Most cookies are intended to enable or facilitate navigation. These cookies are not controlled by BV Corporation. The visitor may express his/her consent or oppose the use of cookies by setting his/her browser software appropriately. To this end, he/she should refer in particular to the user guide of his/her browser.

The Facebook and YouTube sites that interact with the BV Corporation site may collect personal information in the course of their own operations. We invite the users of these sites to consult the information of the sites in question on their method of collecting and managing personal data.

A priori, by using them, the visitor's consent or refusal is requested in order to continue browsing.

**The recipients of personal data are limited.**

The personal data collected, directly or indirectly, is primarily intended for the management of customer relations and in particular for the processing of orders by BV Corporation. Other recipients of the personal data are, where applicable, the providers of means of payment or payment security, the delivery service providers and the maintenance service providers of BV Corporation's products.

BV Corporation does not disclose the personal data collected to other companies for marketing purposes.

**BV Corporation secures personal data.**

An organisation has been set up within the company.

The staff has been informed of the importance of the proper respect of the procedures for collecting personal information, managing and securing it.

Personal data files are managed as part of a register of files set up by the person responsible for processing personal data, designated internally.

Awareness of data security measures has also been raised among the external service providers mentioned above.

In the event of external dissemination not provided for in the procedures for securing personal data, information will be sent to the French Personal Data Organization (CNIL) in application of the requirements of the text defining the GDPR framework.

**BV Corporation keeps the data for a fixed period of time.**

Personal data is kept for the time necessary to achieve the purpose for which it was collected. They are then archived with restricted access for an additional period of time in relation to the prescription and legal retention periods for strictly limited reasons authorised by law. They are then deleted.

## **Information on the collection of personal data**

It should be borne in mind that in situations where personal data is collected, the person who is canvassed or who contacts our services is invited, as far as possible, to accept the collection of data and their processing or to refuse them.

The person whose personal data is processed has the right to access, rectify and oppose the processing of this personal data. He/she may exercise these rights by contacting the person responsible for processing personal data.

## **Access to personal data**

In accordance with the French law no. 78-17 of 6 January 1978 relating to information technology, files and liberties, amended by European Regulation 2016/679 of 27 April 2016 relating to the protection of personal data, the data subject has several rights over the management of his/her personal data.

- **The right of access**  
On request, to obtain confirmation whether or not personal data concerning him/her is or is not processed by our services. If they are, he/she can request a copy.
- **The right to rectification**  
The right to request the modification of inaccurate information in the database.
- **The right to erasure**  
On simple request, to have one's personal information deleted from the database.
- **The right to object and to withdraw consent**
- **The right to portability**  
The right to have personal data transmitted in a structured, commonly used format that is readable by another computer, where technically possible.
- **The right to set guidelines on the fate of the data after his/her death**  
Without a directive, after a certain period of inactivity, the data are deleted. Nevertheless, the heirs can after death exercise the rights to the data.
- **The right to lodge a complaint with the CNIL (French Data Protection Authority)**  
Any person may lodge a complaint if he/she considers that the processing of personal data concerning him/her constitutes a violation of the regulations. For more information on his or her rights, the data subject may consult the website of the French Personal Data Organization CNIL (National Commission for Information Technology and Civil Liberties).

### **Contact for the exercise of these rights**

For any question relating to this Charter or for the exercise of rights, a request may be sent in accordance with the regulations with valid proof of identity:

Either by letter to the following address:

BV Corporation  
3, Rue du Vieux Moulin  
74960 Meythet

Or by email to the following address: [infoDonneesPersonnelles@bv-corporation.com](mailto:infoDonneesPersonnelles@bv-corporation.com)

### **Update of the Data Protection Charter**

This Charter may be updated periodically and without notice. Any modification comes into force immediately upon publication of the new Charter on the Website: [bv-corporation.com](http://bv-corporation.com). However, personal data is used in accordance with the Charter in force at the time it is submitted. Any significant change in the Charter will be notified to the data subjects and their consent will be sought if necessary and if it affects the purpose of the collection of their personal data. Last update: November 2020