

# SOUFFLET BIOTECHNOLOGIES privacy policy

## GENERAL

As part of its activities, SOUFFLET BIOTECHNOLOGIES has made respecting the privacy of its customers and users a real priority. The purpose of this privacy policy is to outline the compliance of SOUFFLET BIOTECHNOLOGIES (hereinafter "SOUFFLET BIOTECHNOLOGIES") with Regulation (EU) 2016/679 on the protection of personal data (hereinafter "the Regulation") and with Law No. 78-17 of 6 January 1978 relating to information technology and civil liberties as amended (hereinafter "the Data Protection Act").

The processing of personal data operated by SOUFFLET BIOTECHNOLOGIES is intended to comply with European and French data protection regulations. They are part of a desire for transparency, security and control of their data for members.

The purpose of this policy is to detail the different categories of personal data we collect, to simply explain how we use and protect it, and the rights you have over your personal data.

Thank you for taking sufficient time to read this notice.

## Legal Qualification

In general, SOUFFLET BIOTECHNOLOGIES undertakes to ensure that the personal data it processes is:

- ▶ Processed in a lawful, fair and transparent manner.
- ▶ Collected for specified, explicit and legitimate purposes.
- ▶ Adequate, relevant and limited to what is necessary in relation to the purposes for which it was collected in accordance with the principle of data minimisation.
- ▶ Accurate and kept up-to-date. In the event that any data concerning you is inaccurate, you are invited to inform us at the [rgpd@invivo-group.com](mailto:rgpd@invivo-group.com) address so that corrections can be made.
- ▶ Kept in a form that allows you to be identified for no longer than is strictly necessary for the purposes for which your data was initially collected.
- ▶ Processed in such a way as to ensure appropriate security of your personal data against destruction, loss, alteration or unauthorised access.

## Why is your personal data processed?

Purpose of the processing	Categories of personal data	Legal basis
Respond to requests sent via the contact form on the website	Last name, first name, telephone number, email, content of the message	Legitimate interest (Art. 6.1.f GDPR)
Management of orders, deliveries, accounts receivable, invoicing	Identification and contact data of business contacts	Performance of the contract (Art. 6.1.b GDPR)
Audience measurement via Google Analytics cookies	Cookies	Consent (Art 6.1.a GDPR)

## What are your rights?

As a customer, you are in control of your data and have many rights to manage it. You can contact us to exercise your:

- Right of access

You can ask us for confirmation that we are processing personal data about you and ask us for a copy of it.

- Right to rectification

You can ask us to rectify or amend personal data about you that is no longer up to date or inaccurate.

- Right to erasure

You can ask us to delete your personal data if it is inaccurate, incomplete, ambiguous, or outdated.

- Right to object

You are free to object to receiving communications from us at any time.

- Right to portability

You can ask us to provide you with your personal data in a structured, machine-readable format, or you can ask another controller to provide us with your data.

- Right to set guidelines regarding the fate of your data after your death

During your lifetime, you can set guidelines for the retention, deletion and disclosure of your personal data after your death. These guidelines may be changed or revoked at any time. If you have not communicated these instructions, please be aware that your data will be deleted within the legal deadlines. Your heirs will also be able to exercise their rights over your data and in particular request its deletion.

If you wish to exercise any of your rights in accordance with data protection regulations, please send your request to the following address:

BELLOWS BIOTECHNOLOGIES  
ZAC Normandial

11, avenue du Pays de Caen  
14460 ColombellesFrance

You also have the option of contacting our data protection officer directly at [rgpd@invivo-group.com](mailto:rgpd@invivo-group.com)

If you become aware of a non-compliance or breach of your personal data, without prejudice to any other administrative or judicial remedy, you may lodge a complaint with the supervisory authority of the Member State in which you reside as your principal occupation, your place of work or where the non-compliance or breach of your personal data was committed. We invite you to consult the website of the Commission Nationale de l'Informatique et des Libertés for additional information on your rights to appeal and the procedure required.

**Commission nationale de l'informatique et des libertés (CNIL)**  
**3 Place de Fontenoy -**  
**TSA 8071575334**  
**PARIS**  
**CEDEX 07**

## Who is likely to have access to your personal data?

### 1. Recipients of your data

The data we collect in the course of our business is only intended for our authorised staff, as well as any subcontractors we use in the course of our activities.

We do not transfer your personal data to third parties who are not authorised or who do not meet the requirements set out in the current regulations.

### 2. Data transfers outside the European Union

Your data is processed mainly within the European Union and in any case benefits from a very high level of protection and confidentiality.

When your data is processed by a recipient located outside the European Union and the European Economic Area, and whose country of establishment is not considered to provide an adequate level of protection within the meaning of Article 45 of the Regulation, we undertake to guarantee the protection of your personal data in accordance with the strictest rules, in particular through signature, on a case-by-case basis, contractual clauses based on the European Commission's model, or any other mechanism in accordance with the Regulation.

## How long is your data stored?

We are committed to complying with the applicable provisions on the retention period of personal data. Our customers' personal data is not kept for a period longer than is strictly necessary for the purposes for which it was initially collected.

In general, we keep our customers' data for a period of 3 years following the end of the business relationship/the last contact. This period may be extended by any statutory limitation periods to which we are subject in the context of our activities.

## Security of your personal data

We implement technically appropriate technical and organisational measures to safeguard the security, integrity and confidentiality of our customers' data in order to prevent it from being damaged, erased or accessed without authorisation by third parties.

## Right to change

We reserve the right, at any time, to change this Privacy Policy. We therefore invite you to read this document on a regular basis.