

## DATA PROTECTION

As part of the use of their services, notably the outsourcing of your payroll, ACSO CONSEILS, acting as data controller, is likely to collect and process your personal data.

ACSO CONSEILS is committed to complying with rules protecting the privacy of their existing and potential clients as well as visitors to their website, mobile website and mobile applications. All personal data processing operations carried out as part of the services provided comply with the applicable local legislation on personal data protection, including the provisions of the amended French data protection law of 6 January 1978 and General Data Protection Regulation (EU) 2016/679 or "GDPR".

To make sure these rules are effectively applied, ACSO CONSEILS has implemented internal procedures with a view to raising their employees' awareness and ensuring compliance with these rules across their organisation.

### What are ACSO CONSEILS' commitments to personal data protection?

ACSO CONSEILS undertakes to guarantee a high level of personal data protection for their existing and potential clients, users of their website, mobile website and mobile applications and anyone else whose personal data they process.

ACSO CONSEILS undertakes to comply with the legislation applicable to all personal data processing operations carried out. More specifically, ACSO CONSEILS undertakes to adhere to the following principles:

- Your personal data is processed in a lawful, fair and transparent manner (lawfulness, fairness, transparency).
- Your personal data is collected for specified, explicit and legitimate purposes, and is not further processed in a way incompatible with these purposes (purpose limitation).
- Your personal data is retained in an appropriate and relevant manner and is limited to what is necessary in relation to the purposes for which it is processed (data minimisation).

ACSO CONSEILS implements appropriate technical and organisational measures to ensure a level of security adapted to the risk inherent in their processing operations, meet regulatory requirements and protect the rights and data of those concerned, from the design phase of processing operations.

Furthermore, ACSO CONSEILS contractually imposes the same level of personal data protection on their subcontractors (service providers, suppliers, etc.).

ACSO CONSEILS undertakes to respect any other appropriate principle with regard to the applicable legislation on personal data protection, relating more specifically to the rights conferred upon those concerned, personal data retention periods as well as obligations with respect to the cross-border flows of personal data.

### What is the data likely to be collected by ACSO CONSEILS used for?

#### 1- Means of collecting your data

As part of our relationships, you are likely to provide us with your personal data in different ways, notably by email, when making any contact with ACSO CONSEILS or when sending us your personal data in any other way.

#### 2- Processing purposes and legal grounds

Your data is used primarily for the purposes of preparing pay slips, social security and tax returns.

#### ACSO CONSEILS L'UNION

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Immeuble le Cornélien  
31770 Colomiers  
France

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Fax: 33(0) 5 34 25 45 90



### How long is your data retained?

ACSO CONSEILS undertakes to retain your personal data for no longer than is necessary for the purposes for which it is processed. In addition, ACSO CONSEILS retains your personal data in accordance with the retention periods imposed by the applicable laws in force.

These retention periods are defined according to the processing purposes determined by ACSO CONSEILS, and take into account applicable statutory provisions stipulating a specific retention period for certain data categories, any applicable limitation periods as well as CNIL recommendations on certain categories of data processing operations (e.g. Decision no. 2016-264 of 21 July 2016 amending a simplified standard on the automated processing of personal data with regard to the management of existing and potential clients (NS-048), article L.232-7 of the internal security code on the transfer of passenger data to the French administration, retention of cookies for 13 months in accordance with the CNIL recommendation, etc.).

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

The data collected is likely to be communicated to authorised ACSO CONSEILS personnel as part of the performance of all or part of the aforementioned services.

As such, we remind you that ACSO CONSEILS asks their service providers to put strict data confidentiality and protection measures in place.

### How to exercise your rights?

In accordance with the applicable legislation on personal data protection, you have the right to access, correct and delete your personal data at any time as well as to limit and object to the processing and portability of your personal data.

You are also legally entitled to define guidelines for what should happen to your personal data after your death.

These rights can be exercised by writing to the following address and indicating "Personal rights": ACSO CONSEILS, 1149 La Pyrénéenne, 31670 LABÈGE. In this context, we would ask you to send the information we need to identify you along with your request (surname, first name, email address) as well as any other information needed to confirm your identity.

You also have the right to lodge an appeal with the *Commission Nationale de l'Informatique et des Libertés* (French national data protection commission) in the event of a breach of the applicable legislation on Personal Data protection, notably the GDPR.

As part of our engagement letters and the services ACSO CONSEILS will provide your company with, we will invite you to sign an explicit consent form to formalise your agreement to entrust us with the processing of personal data for the purposes explicitly specified in the document and in accordance with our Data Protection Charter.

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