

PRIVACY POLICY

WWW.I-VIRTUAL.FR

The company i-Virtual, whose head office is located 24 route de Longeville in Scy-Chazelles (57160) (hereinafter the “**Company**” or “**we**”) is aware of the importance of privacy and of individual freedom. Thus, we commit ourselves to ensure protection of your personal data in compliance with the applicable law, in particular the regulation EU n°2016/679 of 27 April 2016 (hereinafter the “**Regulation**” or “**GDPR**”) and the modified French Data Protection Act of 6 January 1978.

The aim of this privacy policy (hereinafter the “**Policy**”) is to inform you about the principles governing how we process your personal data collected via our website <http://www.i-virtual.fr> (hereinafter “**Site**”) as a controller.

1. Types of personal data and purposes of processing

As you navigate through our Site, we may collect information that can identify you. This information constitutes personal data.

More specifically, the Company may process the following types of personal data:

- Identity: name, surname, e-mail address;
- The content of your message.

These personal data are processed only in a lawful manner for the purposes set out below:

- Management of the Site and of the requests for information;
- Analysis of the Site traffic.

Depending on the content of our exchanges, the personal data collected may be transferred to several internal departments of the Company and uses for other purposes, such as recruitment management when receiving spontaneous applications.

2. Data retention

The collected personal data are processed for no longer than is necessary to achieve the purposes for which they were collected, taking into account the applicable limitation periods and the principle of proportionality.

3. Personal data recipients

Internally, and depending on the processing, the recipients of personal data are:

- The direction;
- The sales & marketing department.

Your personal data may also be transferred to our processors within the scope of their missions, and in particular to our IT service providers.

Furthermore, your personal data may be transferred to a country outside the European Union. In such case, we systematically take all the necessary measures to ensure that the recipients of personal data provide a level of protection adequate and equivalent to the national and European regulations, in particular by signing standard contractual clauses of the European Commission.

4. Security measures

We are committed to preserve the confidentiality, integrity and availability of your personal data. In accordance with Article 32 of the GDPR, we implement appropriate technical, logical and organizational measures to ensure a level of security adapted to the risks involved in the processing of your personal data. We also have ways to prevent, as far as possible, any loss, accidental destruction, alteration and unauthorized access to your personal data.

5. Modality or the exercise of the rights of the data subject

In accordance with the applicable law, you have the right:

- To access and rectify your personal data (right of access and to rectification);
- To object to the processing of your personal data, for legitimate reasons (right to object);
- Within certain limits provided by the law, to request the restriction of the processing of your personal data or the deletion of your personal data (right to restriction of processing and to erasure);
- To request the portability of your personal data (right to data portability).

You also have the right to lodge a complaint to the French data protection authority, the CNIL, regarding the way we process your personal data.

6. Data protection officer

We have designated the company EDOS, whose head office is located 9 rue Schimper in Strasbourg (67000) as our Data Protection Officer (hereinafter “DPO”).

You can contact our DPO at the following addresses for any question relating to this Policy or for any request related to the processing of your personal data:

- ✦ By e-mail: privacy@i-virtual.fr;
- ✦ By postal mail: i-Virtual, addressed to the DPO, 2 rue Maurice Barrès, 5700 Metz.

7. Update of the policy

The company may change this Policy from time to time. We will ensure that you are informed of such changes by a special notice on our Site.

Version of September 2023