

# PRIVACY POLICY

## 1. PREAMBLE

The purpose of the Privacy Policy is to inform you about the way in which your personal data is collected and processed by Ydès in the context of the performance of the legal advice and/or legal representation services you have entrusted to it.

The Privacy Policy is subject to change in accordance with the evolution of the Regulation on personal data (namely Law No. 78-17 of January 6, 1978 relating to data processing, files and freedoms, amended by Law No. 2018-493 of June 20, 2018 relating to the protection of personal data, in application of the General Regulation for the Protection of Data of April 27, 2016 published in the Official Journal of the European Union on May 4, 2016 - RGPD) and the recommendations of the CNIL.

## 2. PERSONAL DATA COLLECTED AND PROCESSED BY YDÈS

Your personal data is collected in particular (i) during your exchanges with Ydès lawyers or employees, (ii) during professional meetings, (iii) in the context of your files, (iv) for job applications, (v) during visits to our offices and (vi) during visits to our website [www.ydes.com](http://www.ydes.com). Ydès considers the principles of data minimization. Therefore, Ydès only collects and processes your personal data that is strictly necessary for the purposes for which it is processed.

## 3. LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA

In accordance with the Regulation on personal data, the processing of your personal data is based on the following legal grounds:

- Your consent - to the processing of your personal data - is expressed in a free, specific, informed and unambiguous manner (e.g. online contact form; answers to questionnaires).
- The processing is necessary for the execution of a contract and the provision of services entrusted to Ydès.
- The processing is essential to meet the legal and regulatory obligations of Ydès.
- The processing is necessary for the purposes of the legitimate interests pursued by Ydès (e.g. security).
- The processing of personal data of minors under 18 years of age shall be given or authorized by the holder of parental responsibility.

## 4. PURPOSES OF THE PROCESSING OF YOUR PERSONAL DATA

Your personal data are collected for specific, explicit and legitimate purposes, namely:

- To exchange with you in the framework of files, missions, partnerships, etc.
- Request, obtain or receive information about your business, your company, your affiliates, or the products and services you offer;
- Subscribe and receive thematic information (legal training, documentation, invitations, activity reports, etc.);
- To handle requests to exercise your rights under paragraph 7 ;
- Manage invoicing, unpaid bills and litigation;
- Optimize your customer experience;

- Fight against fraud.

Ydès may also process your personal data for administrative purposes or for any other purpose imposed by the applicable regulations.

## **5. RECIPIENTS OF YOUR PERSONAL DATA**

Your personal data is confidential. Only persons duly authorized by Ydès can access it, without prejudice to their possible transmission to the bodies in charge of a control or inspection mission in accordance with the applicable regulations. All persons having access to your personal data are bound by an obligation of confidentiality. These persons include authorized Ydès personnel (lawyers, administrative staff, IT department).

Our service providers may also process personal data that is strictly necessary for the performance of the services entrusted to them by Ydès (maintenance of the information system; administration and hosting of our customer management and invoicing application - ERP; administration, maintenance, and hosting of our electronic data management system - EDM), which services are strictly governed by contractual commitments aimed at preserving the confidentiality and security of your personal data.

With regard to its service providers located outside the European Union, Ydès requires that the hosting of your personal data be carried out on the territory of the European Union and ensures that all the required guarantees and technical and organizational measures are implemented in order to ensure that your personal data benefit from an adequate level of protection in the event of a necessary transfer, for technical backup reasons, outside the European Union (by signing the Standard Contractual Clauses of the European Commission)

## **6. SECURITY OF YOUR PERSONAL DATA**

Ydès implements all technical and organizational measures to ensure the security of its processing and the confidentiality of your personal data, in accordance with the Regulation on personal data.

In this context, Ydès has taken and maintains the necessary precautions, about the nature of your personal data and the risks presented by their processing, to preserve their security and, in particular, to prevent them from being distorted, damaged or accessed by unauthorized third parties (securing access to our offices, logging access to our information systems, two-factor authentication, complex passwords, encryption and data encryption, regular security tests, etc.)

## **7. HOW LONG YOUR PERSONAL DATA ARE KEPT**

Ydès keeps your personal data for as long as necessary to fulfill the purposes for which it was collected, subject to the legal possibilities of archiving, obligations to keep certain data and/or anonymization.

## **8. YOUR RIGHTS AND HOW TO EXERCISE THEM**

In accordance with the Regulation on personal data, you have the right to access, rectify, delete, limit the processing, portability, oppose and define the fate of your personal data after your death.

You may exercise your rights by sending your request: (i) by e-mail to [privacy@ydes.com](mailto:privacy@ydes.com); (ii) by letter to Ydès, General Management, 28, rue Joannès Carret, 69009 Lyon. To exercise your rights as described above and if Ydès has doubts about the author of the request, Ydès may ask you to prove your identity by providing a copy of your valid identity card with your request.

An answer will be sent to you within a maximum of one (1) month following the date of receipt of your request. If necessary, this period may be extended by two (2) months by Ydès, which will inform you of this in view of the complexity and/or number of requests.

If you request the deletion of your personal data and/or if you exercise your right to request the deletion of your personal data, Ydès may nevertheless keep your personal data in interim storage for the period necessary to comply with its legal obligations, or for evidentiary purposes during the applicable limitation period.

You can also file a complaint with the competent control authority (the CNIL).