



AGLAE ASSOCIATION

Personal data protection policy

The General Data Protection Regulation (GDPR) applicable as of May 25th, 2018 requires transparent, clear and concise information where personal data are collected.

The purpose of this policy is to inform you about the processing of personal data by AGLAE association.

Should there be any differences between the French and English versions of this document, the French version shall prevail.

I) Identity of the controller	2
II) Processing, purposes and legal bases of the processing.....	2
A. Management of members	2
B. Management of providers	2
C. Management of accountancy	3
D. Management of prospecting	3
E. Management of training sessions	3
F. Management of the web site	4
III) Applicable storage period	7
IV) Recipients of personal data	7
V) Securing your data.....	7
VI) Rights and remedies	8

Association Générale des Laboratoires d'Analyses et d'Essais

General Association of analytical and testing laboratories

Accredited body for interlaboratory comparisons in the sectors of environment, medical biology and cosmetics

Non-profit association under the law of 1901

SIRET 397 997 594 00049 - APE 7120B

Parc des Pyramides – 427 Rue des Bourreliers - 59320 Hallennes lez Haubourdin - France

+33 (0)3 20 16 91 40 ☎ +33 (0)3 20 16 91 41 @ contact@association-aglae.fr www.association-aglae.fr

Version of the 27/02/2024





I) Identity of the controller

Personal data collected are processed by AGLAE association as data controller.

Full contact details for the structure are:

Name of the organisation: AGLAE ASSOCIATION

Name of the legal representative: Mr Philippe GUARINI

Postal address: 427 rue des Bourreliers 59320 HALLENES-LEZ-HAUBOURDIN - FRANCE

Telephone number: +33 (0)3 20 16 91 40

Email address: contact@association-aglae.fr

II) Processing, purposes and legal bases of the processing

A. Management of members

Concerned public: members

Personal data collected are used and stored to:

- Process the management of members
 - o Collect necessary personal data required to compile the file
 - o Enable the creation of the member area
- Enable the participation in the tests
- Manage commercial relationship (quote, invoicing, payment)
- Communication with the members
- Produce statistical statements

The legal basis for this processing is the legitimate interest (article 6-f of the GDPR) justified by the necessity to manage membership of the association, in order to enable members to participate in activities in the best conditions.

In this frame, AGLAE association can collect the following personal data about you:

- Data relating to your identity: name, first name, professional contact details (e-mail address, telephone, postal address);
- Economic and financial information: bank details (*in case of refund*).

B. Management of providers

Concerned public: providers

Personal data collected are used and stored to:

- Management of providers (management of orders, receipt, performance of the service or supply of the goods, invoices and payments)

The legal basis for this processing is the performance of a contract (article 6-b of the GDPR).

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- Data relating to your identity: name, first name, professional contact details (e-mail address, telephone, postal address);
- Economic and financial information: bank details.

C. Management of accountancy

Concerned public: providers, members

Personal data collected are used and stored to:

- Drawing up the structure's balance sheet

The legal basis for this processing is a legal obligation (article 6-c of the GDPR).

In this frame, AGLAE association can collect the following personal data about you:

- Data relating to your identity: name, first name, professional contact details (e-mail address, telephone, postal address).

D. Management of prospecting

Concerned public: prospects

Personal data collected are used and stored to:

- Promote the structure's products
- Attract / find new customers
 - o Prospecting via phone calls (human intervention)
 - o Prospecting via emails (human intervention)
 - o Prospecting via postal mails (human intervention)

The legal basis for this processing is the legitimate interest of the structure (article 6-f of the GDPR) justified by the necessity to get new customers.

In this frame, AGLAE association can collect the following personal data about you:

- Data relating to your identity: name, first name, professional contact details (e-mail address, telephone, postal address).

E. Management of training sessions

Concerned public: participants

Personal data collected are used and stored to:

- Setting up training courses
- Participating in training projects run by other organisations

The legal basis for this processing is the performance of a contract (article 6-b of the GDPR).

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In this frame, AGLAE association can collect the following personal data about you:

- Data relating to your identity: name, first name, professional contact details (e-mail address, telephone, postal address).

F. Management of the web site

Foreword

AGLAE association is committed to ensure that the processing of personal data carried out on <https://www.association-aglae.fr> comply with the General Data Protection Regulation (GDPR) and the Data Protection Act.

This data protection policy applies to the processing of data carried out via the website of AGLAE association. It informs you of the purpose(s) of the processing carried out, the legal basis for the processing, the recipients of the data as well as their storage period, the security measures (general description), the possible existence of data transfers outside the European Union or automated decision-making, the use and management of cookies, your IT rights and freedoms and how to exercise them.

Does this web site collect personal data?

According to article 4.1 of the GDPR, personal data is any information that enables you to be identified either directly or indirectly. The data collected is adequate, useful, necessary and limited to a strict minimum.

What are the purposes and legal grounds for collecting data?

- For personal data collected via the various contact forms: personal data is freely communicated to AGLAE association by the people concerned by consenting to the processing. The legal basis for this processing is the consent of the person concerned (article 6-a of the GDPR). The data collected is your name and email address.
- For personal data collected as part of the members' area and/or membership form, see above.

Who are the recipients of the data processed by this site?

Your personal data is primarily intended for use by AGLAE association, which publishes the site and is responsible for processing it. It is processed by the staff of the various departments concerned by your requests, such as the membership department, the web department and the personal data protection department. It is processed solely for the purposes specified above. Your personal data may be processed from time to time by subcontractors of AGLAE association (within the meaning of article 4.8 of the GDPR) in a strictly controlled manner. It is never communicated to third parties for commercial purposes.

Is personal data transferred outside the European Union?

Personal data collected by this website is not transferred to parties located outside the European Union. In the event of a contractual transfer of personal data, the AGLAE association ensures that the recipients are based in the European Union. AGLAE also monitors the compliance of all data recipients with the GDPR.

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Does this site use cookies?

Free choice for visitors

All our registrations respect the principle of active Opt-In and always require a voluntary action on your part. If you choose to register, the information you provide will be accessible to our staff, who will use it as part of the commercial relationship.

1. What is a cookie?

A cookie is a small text file placed on your terminal (computer, tablet, smartphone, etc.) when you visit a website. It enables the sender to identify the terminal in which it is stored for the duration of the cookie's validity. Only the sender of the cookie is likely to read or modify the information contained therein.

2. What cookies does this site use?

We collect anonymous information that enable us to better serve our visitors. The cookies issued on our site are used for the purposes described below, subject to the choices you have made with regard to cookies.

3. The cookies used on the website of AGLAE association:

We use 3 categories of cookies, the purposes of which are described below:

a. Cookies necessary for the operation of the site:

These cookies are essential for browsing our site (such as session identifiers) and enable you to use the site's main functions and secure your connection. For example, these cookies enable you to send us a message using the appropriate form in a secure manner.

b. Functional cookies:

These cookies are not essential for browsing our site but are used to optimise the operation of our site and make browsing easier.

They enable us, for example, to adapt the presentation of our site to your terminal's display preferences (language used, display resolution, operating system used, etc.), and to remember information relating to a form you have filled in on our site.

AGLAE association uses cookies to measure browsing in real time, identify email users via the form and keep a record of their visits to the website.

The data generated by the cookies concerning the use of the website (including your IP address) will be transmitted and stored by AGLAE association on the servers made available to it by its host. AGLAE association will use this information to evaluate the use of its site and to compile reports on the activity of this service on this site.

You can disable the use of cookies by selecting the appropriate settings on your browser.

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c. Analytical cookies:

We use these cookies to measure the number of visitors to each part of our sites and to make our sites more useful to visitors. In particular, this involves periodically analysing the activity reports in which this information is recorded in order to measure the traffic on our servers, the number of pages visited, the level of demand for certain pages and the interest generated by the various subjects.

The specific practices described in this privacy policy statement apply only to the aforementioned website. We collect the personal data that you provide to us on the contact form and in the emails that you send to us. All our staff and operators who have access to personal data and are involved in processing it are required to respect its confidentiality.

4. Storage period

Unless you decide to delete them before these deadlines, the cookies we place on your terminals and those placed by third parties are kept for a period of:

- 6 months to retain your choice of cookies. At the end of this period, by visiting our website, you will be invited to express your consent to the deposit of cookies again or to set your preferences.
- 13 months for trackers exempt from consent.
- 25 months for information obtained via trackers.

However, you can withdraw your consent or delete cookies before the legal retention period expires by following the procedures listed below. Please note that withdrawing your consent or deleting cookies on one terminal does not apply to all your terminals. The action must be taken on each terminal where cookies are stored.

5. How do you configure your choices regarding cookies?

Several options are available to you for managing and modifying the use of cookies at any time, it being remembered that the settings you make are likely to modify your Internet browsing and your conditions of access to and use of certain services on our site that require the use of cookies. You can set the parameters for depositing cookies using your Internet browser. You can also change these settings at any time.

Depending on the type of browser, you have the following options: accept or reject cookies from any source or from a given source, or programme the display of a message asking for your consent each time a cookie is placed on your terminal. To express or change your choices, please refer to the help menu or the dedicated section of your browser.

For example:

Internet Explorer™: <https://bit.ly/3is1xf2>

Safari™: <https://apple.co/3gL5sDd>

Chrome™: <https://bit.ly/3iqnMSj>

Firefox™: <https://mzl.la/3iq71GV>

Opera™: <https://bit.ly/3aiU2Eb>

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Pay attention:

Cookies improve your browsing comfort on our site and are essential for accessing certain secure areas. If you decide to block all cookies via your web browser, you will only be able to visit the public part of our site and will no longer be able to access your secure customer area.

Please note that if you use different terminals to access our site (smartphone, tablet, computer, etc.), your preferences must be set on each terminal.

What are the rights of persons affected by the processing carried out by this site?

You can visit our website without having to identify yourself or provide any personal information about yourself. We collect the personal data that you provide to us as part of the contact form and in emails that you send to us.

III) Applicable storage period

Your data will only be kept for as long as is strictly necessary to fulfil the purpose for which it was collected, plus any legal storage periods.

If the processing concerned is based on your prior consent, you have the right to withdraw this consent at any time, without affecting the lawfulness of the processing based on consent carried out prior to the withdrawal of consent.

IV) Recipients of personal data

AGLAE association may transmit your data to its subcontractors for the performance of its activities, to its partners and to legal bodies.

In the event of data processing on behalf of AGLAE association, the establishment shall first ensure that its subcontractors comply with the obligations of the GDPR.

Any request for information with a view to a statistical study will be subject to prior transmission of anonymised data.

No data is transferred outside the European Union.

No decisions are taken automatically.

V) Securing your data

AGLAE is committed to protecting the personal data it processes. To this end, AGLAE association has undertaken to secure its processing of personal data, in accordance with the recommendations of the CNIL (French Commission on Information Technology and Liberties) and the ANSSI (French Cybersecurity Agency).

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VI) Rights and remedies

We take great care to ensure compliance with these regulations. At any time, you can ask to have your rights respected in accordance with articles 15 to 21 of the GDPR (right of access, rectification, oblivion/erasure, limitation, opposition, portability).

This request may be made either by contacting AGLAE association at the following address: contact@association-aglae.fr, or directly to the French supervisory authority (CNIL) at the following address: <https://www.cnil.fr/> or by telephone on +33 (0)3 20 16 91 40. Your request will be processed within the time limits imposed by the French Commission on Information Technology and Liberties (CNIL) and the GDPR.

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