

## Information Notice

### Personal data of users in training

#### Purpose of data processing

As part of the online training (*e-learning*) on its tools provided to its customers (legal entities) provided to you by Neocase Software, whose registered office is 91 boulevard National, 92250 La Garenne Colombes (France), the processing of your personal data is for:

- Allowing you to access the training.
- Providing personalized follow-up of your training.
- Sending notifications.

The processing described above and carried out as part of the training provided by Neocase Software is carried out based on its legitimate interest in fulfilling its contractual obligations towards its customers, in particular by training their users.

#### Processed data

##### Categories of data processed

- Name and surname
- Business Email
- Business contact information, including position
- Connection Traces
- Tracking statistics

##### Data source

Except for connection traces and tracking statistics, the data is provided by your company to Neocase Software when it enrolls you in a Neocase training.

##### Mandatory nature of data collection

Email is mandatory to connect to the service and send notification emails.

#### Who is concerned

The processing only concerns persons following an online training course provided by Neocase Software, whether they work for Neocase Software or for customers, partners, or service providers of Neocase Software (indiscriminately referred to as "you" in this document).

#### Recipients of the data

##### Categories of recipients

The data is intended for internal use and can therefore be accessed and used by Neocase Software's services, in particular, Neocase Software's training department.



The data is also made accessible to technical service providers (subcontractors within the meaning of the regulations) in charge of the solutions used by Neocase Software.

### Data transfers outside Europe

There is no transfer of data outside Europe.

## Duration of data retention

The data is kept for 2 (two) years after the deactivation of your account.

## Security

Security measures are implemented following Neocase Software's information systems security policy, including strict user access control.

## Your rights in relation to your data

### Your rights

Per the applicable legal and regulatory provisions, you have the following rights:

- Obtain confirmation as to whether or not data about you is being collected and used and, if so, access to that data and information about its use.
- Obtain the rectification of inaccurate data.
- In certain specific but limited cases, obtain the deletion of certain data.
- In certain specific but limited cases, obtain the limitation of the use of the data.
- Object to the use of data, for reasons relating to your situation, or, independently of your particular situation, to the use of your data for commercial prospecting purposes.
- If you reside in France, define the fate of your data after your death.

### Exercising your rights

To exercise your rights, you can contact Neocase Software's training department directly.

Neocase Software's Data Protection Officer (DPO) is also your contact person for any request relating to the exercise of your rights over this processing: [dpo@neocasesoftware.com](mailto:dpo@neocasesoftware.com)

### Complaint to the CNIL

If, after contacting our DPO, you believe that your rights over your data are not being respected, you can file a complaint with the French CNIL.

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