

## Information Notice

### Personal Data of Business Contacts

#### Purpose of data processing

As part of its commercial activity, Neocase Software, whose registered office is at 91 boulevard National, 92250 La Garenne-Colombes (France), collects and uses, as data controller, some of your personal data with the aim of:

- Gain a better understanding of the needs of the legal entity you represent
- Inform you of upcoming events organized by Neocase Software
- Send marketing solicitations

This processing of personal data meets the needs of Neocase Software's legitimate interest in developing its commercial activity.

#### Processed data

##### Categories of data processed

- Name and surname
- Business Email
- Business contact information, including position and telephone number if known

##### Data source

This data is collected by Neocase Software from two types of sources:

- Websites where this information is public, such as social networks.
- Your colleagues with whom Neocase Software have a relationship.
- Directly from you if Neocase Software has a relationship with you.

#### Who is concerned

The processing concerns any type of natural person representing a third party with whom Neocase Software has a relationship or wishes to enter into a relationship in the context of its professional activity, in particular human resources experts, the departments of Finance and Management Control departments, and more generally the directors of the various departments of a client or target company, administrations, suppliers (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 the support and marketing departments.

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

The data can be viewed by the U.S. sales staff of Neocase Software Inc., a subsidiary based near Boston, USA, if needed. This transfer of data outside the EU is legally regulated by a strong agreement between Neocase Software SAS and its subsidiary Neocase Software Inc., based on the European Commission's standard contractual clauses.

The data is also accessible to one technical service provider located outside the European Union: Hubspot. The use of this service provider involves a transfer of data to the USA. Neocase Software relies on the adequacy decisions of the European Commission in force, allowing the transfer of your personal data to the United States.

## Duration of data retention

Your personal data will be kept for the duration of the commercial relationship with the legal entity you represent, and then for a period of 5 (five) years from the end of the commercial relationship.

The data of natural persons representing prospects are kept for 5 (five) years after the last positive and explicit contact.

## 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 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 sales 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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