

PERSONAL DATA PROTECTION POLICY

The CARBIOS Group attaches great importance to protecting your personal data and respecting your privacy. This policy (hereinafter the “**Policy**”) is designed to inform you of our practices regarding the collection, sharing and processing of the data you provide to us via our website. It also informs you of how you can control the use and disclosure of your personal data and how it is protected, in compliance with the provisions of Law No. 78-17 of January 6, 1978 on data processing, data files and individual liberties, and European Union Regulation 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

Please note that this Policy may be updated at any time by the CARBIOS Group. The most recent update date will be indicated on this page. We therefore invite you to consult it regularly.

1. Party responsible for processing personal data

The entity responsible for processing your personal data is CARBIOS S.A., whose registered office is located at 8 rue de la Grolière, Site de Cataroux, 63100 Clermont-Ferrand France. The terms “CARBIOS”, “we” or “us” refer to the Group CARBIOS.

2. Definition of Personal Data

Personal data (hereinafter referred to as “**Personal Data**”) refers to any information that may identify a user directly (by surname, first name, etc.) or indirectly (by a unique identifier, etc.). Personal Data may include e-mail addresses, usernames, gender, age, IP addresses and cookies.

3. Personal Data collected

We collect the Personal Data that you communicate to us via this site. The cases in which you communicate your Personal Data to us are as follows :

- Directly, when you fill in the contact form to submit a request for information ;
- Indirectly, when you accept cookies to enable us to understand how you use our site.

4. Use of your Personal Data

Your Personal Data may be collected when you browse our website using cookies.

This Data may include :

- Pages consulted ;
- Your location ;
- Videos viewed ;
- The duration of your visit to our website ;
- Your IP address ;
- Browser data ;

This Data will be used to ensure the proper functioning of our website, its security and to compile statistics to understand how you discovered and used our site.

It may also be collected in response to a request for information from you and will include Personal Data such as :

- Your full name ;
- Your e-mail address ;
- Your postal address ;
- The department concerned ;
- Or any other information communicated about your request.

These Data will be collected and used in order to respond to your requests and to put you in contact with the relevant departments.

5. What Personal Data do we share and with whom?

When you contact CARBIOS, only duly authorized CARBIOS personnel are recipients of your Personal Data. Depending on the purpose of the processing, other organizations may be recipients. The processing carried out by CARBIOS partners is governed by agreements in which the subcontractors undertake to comply with the applicable laws and regulations, and more generally with all the obligations incumbent upon them, particularly with regard to the protection of the security and confidentiality of Personal Data.

Website connection data and messages sent via the “Contact” form are sent to our web agency, which manages our website. It does not have access to the unencrypted data or to the content of these messages, thus protecting the confidentiality of their content. Your personal data may also be communicated to authorized third parties exclusively to meet CARBIOS' legal obligations.

6. Retention of your Personal Data

We retain your Personal Data only for as long as is necessary to fulfill your requests or to meet our legal obligations. This period may vary depending on the type of Personal Data transmitted and the purpose for which you communicated it to us. Once the request has been fulfilled, the Personal Data will be deleted from our system and files.

7. Protection of your Personal Data

CARBIOS undertakes to take all necessary precautions to ensure a level of security appropriate to the risk, including the implementation of measures to protect the security, confidentiality and integrity of your Personal Data, and in particular to prevent any accidental or unlawful destruction, loss, alteration, disclosure or unauthorized access to such data.

8. Exercising your rights

We use your Personal Data to protect and guarantee our legitimate interests, to comply with a legal obligation or because you have expressly consented. However, we respect your right to privacy, and it is important that you have control over your Personal Data.

To this end, you have the following rights at all times :

- The right of access: in order to obtain a copy of your Personal Data as well as information on how it is processed and on its legal basis ;
- The right of rectification: in order to rectify or complete erroneous or incomplete Personal Data ;
- The right to be forgotten: in order to delete your Personal Data ;
- The right to limit processing : to restrict the processing of your Personal Data ;
- The right to withdraw consent at any time : for data processing based on consent ;
- The right to lodge a complaint with a supervisory authority ;
- The right to data portability: in order to place, copy or transmit your Personal Data from the Carbios database to another ;
- The right to deactivate Cookies ;

9. How to contact us

If you have any questions or comments about the exercise of your rights, the processing of your Personal Data or their use, please contact our Data Protection Officer at the following address : dataprotection@carbios.com ;

or write to us at the following address :

Carbios S.A – Data Protection Officer
8 rue de la Grolière, Site de Cataroux
63100 Clermont-Ferrand