

Confidentiality policy – Personal data's protection

During the course of a business relationship, we shall collect personal information such as your name, postal address, telephone number, fax number, e-mail address and function required to ensure a good communication, exchange of information and/or services. This data collection process is covered both by legal rules, and personal rights to privacy. This Privacy Statement covers the collection, treatment and use of any personal information gathered by Fours Industriels B.M.I. from customers, suppliers, vendors and other entities that Fours Industriels B.M.I. does business with.

1. Responsible for data's treatment

Name : BMI Fours Industriels

Address : 65 rue du Ruisseau - BP 736 – 38297 Saint-Quentin-Fallavier FRANCE

Email : dpo@bmi-fours.fr

2. Your rights

As far as you are concerned, you are entitled to ask for information about your own personal data, to request the cancellation or modification of your data or to request a transfer of your data to a third party. In case of cancellation or restricted treatment of the so called data, it might prevent you from using some services based on them. Where you have provided your personal data to us with your consent, you may at any time revoke the consent with immediate effect for the future unless we can demonstrate an overriding legitimate ground. In case your data has not been directly collected from you, you are also entitled to obtain the name of the source of information.

All questions and claims can be sent directly by post to the address of the data protection officer mentioned here above or by email at dpo@bmi-fours.fr. In both cases, please mention in the object « Personal data's protection ». The treatment of these requests will be in any case subject to the justification of the person concerned identity. Furthermore, you also have the right to contact a relevant supervisory authority in the country in which you live or work, where you think we have infringed data protection laws.

3. Type of data

Here below the data that can be collected:

- Identity (name, surname, for example)
- Professional data such as address, email, telephone number, company, function

4. Purpose

Your personal data can be used for different reasons such as:

- Customer/Supplier data base input
- Legal and contractual obligations, including invoicing
- Communication such as business exchanges
- Activity documentation
- Claim's treatment

Personal data of visitors, partners or people with whom exists a contractual relation can be used for:

- Supplying information and services
- Security control and supervision

Personal data of business partners such as clients, suppliers, services suppliers, can be used for:

- Contract management, for example payments, invoicing...
- Administrative communication for example sales promotion, Product development
- Supervision, controls, investigations
- Direct marketing

At any time, it is possible to cancel a consent already given for using personal data for electronic advertising purpose or direct marketing, with future effect.

5. Principles governing data treatment

The company Fours Industriels B.M.I. is committed to ensuring the security of your personal information. We have put in place appropriate technical and organizational data security measures through internal rules. In case of data processing by an external service provider, we have ensured appropriate contractual conditions, such as the use of EU standard contractual clauses for data processing outside the European Union.

6. Data's transfer

In the cases mentioned below, data required to reach objectives can be transferred to other internal or external entities, in compliance with the legal regulations and internal rules implemented, for:

- Company needs: to partners or suppliers/subcontractors
- Mandatory notifications and information: to authorities or other public entities
- Claims settlements: to lawyers, courts, or other authorities and public entities

7. Data's storage

Your data are kept as long as it is necessary to perform our contractual obligations with you and as we are required to do so by law, this means, generally during the time of contract execution, including any applicable legal retention period.

The cancellation of data is done in compliance with general process set up by the data process officer.

8. Monitoring and verification

In order to protect us from various threats towards our computer systems (e.g. malware, hacker attacks and spam) and our intellectual property rights, different methods are used to analyze the information exchanges (for example in search of viruses), and connection data, to detect possible anomalies. If anomalies are found, the connection data and relevant documents can be scrutinized.

To comply with existing restrictions in terms of delivery and payment (e.g. from different official lists of companies and individuals) the personal data available may be cross-checked with these lists.

In case of suspicion reported e.g. through the compliance hotline, an investigation and, if applicable, the return of data and documents relating to the concerned person may be necessary in the context of official research or for the purpose of defense against claims towards Fours Industriels B.M.I.

In all cases, our internal rules, legal requirements and the rights to privacy of the data about people must be respected.

9. Automated decision making / profiling

There is no automated decision or profiling carried out by Fours Industriels B.M.I.

10. Transfer to a third country

No transfer is done.

September 9th, 2019

Hervé GREUSARD
Managing director

