

PRIVACY POLICY

I. GENERAL

TECLIS Instruments, a French company, headquarters located 22 chemin des prés secs, 69380 Civrieux d’Azergues - France, registered under the French laws number 841 321 342 (hereinafter “TECLIS”), acting as data controller, is committed to protecting and respecting your privacy.

The purpose of this “Privacy and Data Protection Policy” is to inform TECLIS’ customers, potential customers and users of its website <http://www.teclis-scientific.com>, about its practices regarding the collection, use, and disclosure of information that they may provide when buying products or ordering services from TECLIS or using its website.

Please read the following carefully.

All updates will be displayed in an appropriate place so that all TECLIS’ customers, potential customers, and users of the website <http://www.teclis-scientific.com>, can check the last update of this policy. In addition, any change will be notified and/or TECLIS will seek consent where applicable.

TECLIS can be contacted any time concerning privacy and data protection issues, at the following address: contact@teclis-scientific.com

II. PRIVACY AND DATA PROTECTION

II.1. Definitions

- **Controller:** the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data. In the present “Privacy and Data Protection Policy” the company TECLIS is the Controller; **(Article 4 (7) of the GDPR)**
- **Personal Data:** Any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, by reference to an identifier (*name, identification number, location data...*) **(Article 4 (1) of the GDPR)**
- **Processing:** Any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether by automated means (*collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, restriction, erasure or destruction etc.*) **(Article 4 (2) of the GDPR)**
- **GDPR:** Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of Personal Data and on the free movement of such Data, and repealing Directive 95/46/EC (*General Data Protection Regulation*);

- **Recipient:** a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not; **(Article 4 (9) of the GDPR)**
- **Services:** Goods that are commercialized and services that are provided by TECLIS to Users via the website <http://www.teclis-scientific.com>;
- **User:** TECLIS' customers, future customers and users of its website <http://www.teclis-scientific.com>;
- **Website:** the website of TECLIS <http://www.teclis-scientific.com>.

II.2. Personal Data that TECLIS collects

II.2.1. *What Personal Data are collected?*

In compliance with current legislation and more specifically Article 5(c) of the GDPR, TECLIS has adopted the data minimization principle when collecting data, and only collects the data from the Users that is strictly adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

With respect to the nature of the Services, the following Personal Data is likely to be requested:

- Full name and contact detail (*postal address, mail, telephone, mobile phone number*);
- Company name and position in the company;
- Information concerning the contractual or business relationship between the User and TECLIS;
- Information concerning the use of the website <http://www.teclis-scientific.com> and browsing data (received data, page views, activity on the website etc.).

The User accepts the Processing of its Personal Data by TECLIS.

II.2.3. *When Personal Data are collected*

Personal Data will be collected under the circumstances below:

- Filling out and submitting the contact form/account creation;
- Subscription to the Newsletter;
- Purchase of TECLIS' Services;
- The use of TECLIS' Services;
- Exchanges with TECLIS (*telephone, email, mailings, postal mail, participation in business events*);

TECLIS can also obtain Personal Data from third parties. In such instances, TECLIS:

- establishes a contract with this third party in compliance with the provisions of the GDPR and the purpose of the processing;
- indicates in these files the source of the Data to ensure its traceability;
- informs the persons of the methods of exercising their rights.

II.2.2. Purpose of the Processing

The information collected by TECLIS is only used to provide the Services and deliver more adapted solutions to the Users.

In accordance with Articles 5 and 6 of the GDPR, Personal Data collected by TECLIS result mainly from one of the following situations:

- The explicit consent of the User has been given;
- Processing is necessary for the performance of a contract to which the User is party or in order to take steps at the request of the User prior to entering into a contract;
- Processing is necessary for compliance with a legal obligation to which TECLIS is subject;

TECLIS will use the information collected for the purposes below:

PURPOSE	LEGAL BASIS
To perform its obligations arising from any contracts entered into between TECLIS and the User.	This Processing is necessary for the performance of TECLIS' contractual obligations.
To respond to the User's request and send him/her any communication useful to the use, operation and improvement of the Services.	This Processing is necessary for the performance of TECLIS' contractual obligations.
To send to the User, in accordance with applicable laws and with the User's consent, commercial information related to TECLIS' Services, promotions and offers, as well as other information connected to its Services adapted to the concerned persons' areas of interest.	This processing is based on the User consent and/or TECLIS' legitimate interest.
To fulfill its legal obligations.	This processing is necessary for TECLIS' compliance to its legal obligation.
To Monitor, critically review and improve its offer of products and services and validate that the proposed offer matches user requirements and needs.	This processing is based on TECLIS' legitimate interest.
Analyze connection and browsing data to deduce a browsing behavior and/or adapt the proposed content by noting interests.	This processing is based on TECLIS' legitimate interest (to provide relevant contents).
Keep internal administrative usage files (customer complaints, loyalty, etc.).	This processing is based on TECLIS' legitimate interest and is necessary for compliance to its legal obligations.

If further Processing of the Personal Data is carried out for purposes other than those for which the Personal Data has been collected and as identified above, TECLIS will inform the User about this other purpose and about any other relevant legal information required.

II.2.4. How is the data stored and for how long?

- **The Storage**

The Personal Data collected is stored in the European Union by a provider who applies industry standards for computer security and undertakes to comply with the laws and regulations in force.

- **Data retention**

The storage period depends on the activity concerned, the nature of the User and the use of Personal Data.

The financial documents and accounting documents are kept as accounting evidence.

The storage period of Personal Data is fixed for a default period of 5 years starting from the last contact of the User with TECLIS or the end of the commercial relationship.

II.3. The Recipients of Personal Data

Personal Data will never be transferred to a third party without the User prior consent.

The User however specifically agree that Personal Data may only be transmitted to the Recipients responsible for the execution, processing, performance of the Services or that assist TECLIS in the performance of its contractual obligations to the Users.

If TECLIS passes Personal Data to Recipients or third party based outside of the European Union, TECLIS will ensure that the stated data will receive the same level of protection as is imposed by the European Union regarding data protection.

TECLIS will assure that the process carried out will comply with the current policy and that it will be covered by the European Commission's standard contractual clauses which guarantee a level of protection sufficient for the person's private life and fundamental rights.

TECLIS may however transfer Personal Data subject to the following conditions:

- If TECLIS is bought by a third party, in which case the Personal Data will be transferred to the buyer, who will be substituted for TECLIS in the application of this Privacy Policy. If so, the Users will be informed accordingly;

- If TECLIS is required to transmit the Personal Data in response to a legal obligation.

The website of TECLIS may contain links to and from the websites of advertisers and business partners. Please note that these websites have their own privacy practices and TECLIS shall not be liable for these policies.

II.4. Rights of the Users in respect of its Personal Data

According to Article 15 and seq. of the GDPR, any User has the following rights with regard to its Personal Data

- **Right of access:** which includes the right to receive a copy of the User's Personal Data in TECLIS' possession;
- **Right to rectification and to erasure:** which includes the right to request the deletion of personal data or the correction of inaccurate personal data;
- **Right to restriction of processing** (for instance the processing of Personal Data for the purpose of direct marketing);

The exercise of the right to oppose the Processing of the Personal Data by the User does not prevent any legitimate processing of its Data to ensure the recognition, exercise or defense of TECLIS' rights in court.

Users can exercise their rights by contacting TECLIS at the following address: contact@teclis-scientific.com.

This request must include as much information as possible so that it can be handled within a maximum of 1 months of reception (contact details, ID card etc.), except in case of abuse or extension of the deadline provided by the GDPR.

II.5. Security

TECLIS makes its best efforts to take all precautions to preserve the security and confidentiality of Personal Data, and to prevent it from being misrepresented, damaged, or accessed by unauthorized third parties.

TECLIS' employees are subject to confidentiality undertakings regarding Personal Data. In the event of an incident affecting the Data, TECLIS will inform the Users as soon as possible.

II.6. Dispute resolution

Any complaint by the User concerning the processing of its Personal Data by TECLIS must first be sent in writing to TECLIS.

The User can lodge a complaint before the French supervisory authority (CNIL) or the Supervisory Authority of the Member State of the European Union within which the User has his habitual residence, in accordance with the provisions of the GDPR.



The User can seek a remedy through the courts if he considers that his rights have been breached.

III. COOKIES POLICY

TECLIS doesn't use "cookies on its Website.