

## PERSONAL DATA PROTECTION POLICY

This personal data protection policy defines and informs you about the way in which the French National Laboratory of Metrology and Testing (*Laboratoire national de métrologie et d'essais* – LNE) uses and protects the personal data that you may communicate to us.

The processing of personal data implemented by LNE as data controller, is carried out in accordance with Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 (GDPR), on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and amended French Law No. 78-17 of 6 January 1978, on information systems, files and liberties.

### IDENTITY OF THE DATA CONTROLLER

The data controller is the French National Laboratory of Metrology and Testing (LNE), a public institution of an industrial and commercial nature, with registered office at 1 rue Gaston Boissier 75724 Paris, France, tel.: 01 40 43 37 00, [info@lne.fr](mailto:info@lne.fr), [www.lne.fr](http://www.lne.fr).

### MEANS OF COLLECTING PERSONAL DATA

As part of our relations, you are likely to send us your personal data by various means and, in particular, through our websites, by filling in a data collection form, during a request for or delivery of a service, when you submit an application, when you establish any contact with LNE or when you send us your personal data in any other way.

### PURPOSES OF PROCESSING AND LEGAL BASIS

The purposes of processing this data are, in particular and non-exhaustively:

- responding to requests;
- process your job or internship applications;
- handling service requests and managing our commercial relations;
- facilitating the completion of registration procedures for our training sessions, technical days, webinars and other events organized by LNE;
- providing you with information on LNE, and its technical, regulatory or standard developments that are likely to interest you;
- ensuring that our information, offers and other forms of services correspond as far as possible with your interests.

LNE processes your personal data for the purposes of legitimate interests pursued by LNE and in particular for the development and improvement of our services and our service offering, with your consent when it comes to processing your data for specific purposes, or in a pre-contractual framework for applications.

LNE undertakes not to contradict interests, freedoms and fundamental human rights.

#### **RECIPIENTS OF PERSONAL DATA**

The recipients of personal data are solely LNE and its sales and marketing department for processing concerning the marketing and sales process, its operational departments for delivery of the services requested (tests, calibrations, certification, training, R&D), its accounting agency for invoicing the services, its human resources department for the processing of job or internship applications..

LNE does not commercialize personal data.

However, LNE may use third party service providers who process personal data on their behalf, for example for telemarketing campaigns, mailings, customer satisfaction surveys and where applicable, data hosting. LNE only uses trusted subcontractors and within the framework of supervised contractual relations with regard to compliance with the GDPR.

#### **PERIOD FOR WHICH YOUR PERSONAL DATA IS STORED**

Personal data is not stored beyond the period necessary to fulfill the purpose of the processing, while respecting the statutory and regulatory limits applicable, or another period taking into account operational constraints such as efficient management of the customer relations and responses to legal claims or requests from the supervisory authorities.

With regard to existing customers, the information is stored for the duration of the contractual relations and for 10 years after the end of the contractual term.

With regard to prospective customers, the information is stored for 3 years after its collection or the last contact with the prospective customer.

With regard to candidates for a job or an internship, and for unsuccessful candidates the information is stored for 2 years from the last contact with the candidate.

In addition, LNE regularly analyses the data stored and removes data which seems obsolete or expired.

#### **RIGHTS OF THE PERSONS WHOSE PERSONAL DATA IS COLLECTED**

According to the applicable regulations on the subject of personal data protection, you have a right of access, right to rectification, right to erasure of your personal data, as well as rights to restrict and object to processing and a right to the portability of your data.

You can exercise these rights by sending an email to [dpo.rgpd@lne.fr](mailto:dpo.rgpd@lne.fr) or by letter to:

Laboratoire national de métrologie et d'essais  
Data protection officer (DPO)  
1 rue Gaston Boissier, 75724 PARIS Cedex 15, France

LNE responds to the person who has exercised their above-mentioned rights within a period of one (1) month of receiving the request. This period can be extended by two (2) months, taking into account the complexity and number of requests.

You also have a right to appeal to the French Data Protection Commission (*Commission nationale de l'informatique et des libertés* – CNIL) in the event of violation of the applicable regulations on personal data protection

## **INFORMATION SYSTEMS SECURITY**

LNE implements all reasonable technical and organizational measures, with regard to the nature, extent and context of the personal data you send us and the risks presented by its processing, to keep your personal data secure, and, in particular, to prevent any destruction, loss, alteration, disclosure, intrusion or unauthorized access to this data, whether by accidental or illicit means.

## **COOKIES**

### *What are cookies?*

A cookie is a small file made up of text and numbers, which is downloaded to your computer when you access certain websites. The purpose of a cookie, when read by a browser, is to help a Website to improve the services it provides.

A cookie contains several types of data, including the name of the server that issued it, its expiry date and a unique ID number.

### *Who can install cookies on your browser, and for what purpose?*

LNE may install cookies on your browser to ensure the website functions properly, to monitor the number of visits to our site, and to enable you to follow LNE news via various social media platforms.

### *What types of cookies are placed by the site, and how long do they last?*

When you browse our site, we may be required to store certain types of cookies on your device.

- Cookies strictly necessary to ensure the site functions properly - These cookies are essential for you to browse our website, as they help keep the site safe and enable you to use its main features.
- Visitor Tracking Cookies – These cookies are only used to assess the viewers of the site; i.e. to gauge its performance levels, compile statistics, log the volume of visits and use of the various elements of our site (browsing patterns, content viewed), to allow us to make our services more user-friendly (e.g. by establishing the most popular pages or the commonest searches). Google Analytics is the tool LNE uses to generate these cookies.
- Social Media Cookies - Our website features “Share” buttons linking to social networks LinkedIn, YouTube and Twitter, enabling visitors to share content from our site with other

people, and to let them know what you have viewed or your opinions regarding our site content. The social networks can identify you via this button, even if you haven't clicked on it during your visit to our site, simply because your account linked to your social media account is active (open session) while you're browsing the site. We have no control over what personal data may be collected by social networks; so we recommend that you consult their confidentiality policies for further information.

Cookies are kept for a maximum of 13 months.

#### How can you authorize or refuse to accept cookies on your browser?

You can choose to delete or deactivate cookies on your browser at any time. Every browser has a setting to notify you when cookies are being installed on your computer, enabling you to accept or refuse them, either across the board or on a case-by-case basis.

How cookies are managed depends on the configuration of individual browsers; you can consult your browser's user manual to modify your cookie options. These modifications can be carried out via the links for the most common browsers listed below:

*If you are using Microsoft Internet Explorer:*

<http://windows.microsoft.com/en-GB/windows-vista/Block-or-allow-cookies>

Go to "Tools", then "Internet Options" / click on the "Privacy" tab / select your preferred level with the cursor.

*If you are using Apple Safari:*

[https://support.apple.com/kb/ph21447?locale=en\\_US](https://support.apple.com/kb/ph21447?locale=en_US)

Go to "Tools", then "Internet Options" / click on the "Privacy" tab / select your preferred level with the cursor.

*If you are using Mozilla Firefox:*

<https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>

Select the "Tools" menu, then click on "Options" / Click on the "Privacy" icon / Find the "Cookie" menu and select your preferred options.

*If you are using Google Chrome:*

<https://support.google.com/chrome/answer/95647?hl=en&hlrm=en>

Go to Settings > Advanced Settings > Privacy and Security, then select your preferred options in "Content settings" and then in "cookies".

## **UPDATING THE POLICY**

This confidentiality policy is liable to be modified or supplemented at any point by LNE, particularly in view of complying with any legislative, regulatory, legal or technological developments.

The up-to-date document is available on the LNE website (lne.fr).

**May 2020**