

Personal Data Policy

This Statement describes how Novaa Tech SAS, registered with number 949 191 399 and having its registered office at 37 Rue du Lac, 69003 Lyon, France, may process your personal data.

Personal data refers to information that relates to an identified or identifiable natural person. Novaa Tech endeavors to process your personal data in compliance with the European Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons concerning the processing of personal data and the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation or "GDPR").

Website contact

Novaa Tech processes the following personal data when you contact info@novaa-tech via website, solely for the purpose of responding to your inquiries and communicating with you as a follow-up:

- Identification data and contact details (surname, first name, email address, professional information, telephone number);
- Personal characteristics (language).

The legal basis for processing your data is contractual necessity, including the follow-up of (pre-contractual) requests made by you. Personal data must be provided to enable us to respond to your request.

Unless a legal retention period applies, the data will be retained for a period of 3 years after the last meaningful contact between you and us.

Customer management

Novaa Tech processes the following personal data to provide services:

- Identification data and contact details (surname, first name, email address, professional information, telephone number);
- Financial data (for example, data relating to payment);
- Personal characteristics (language).

The personal data may be supplemented by information obtained through public sources.

Unless stated otherwise, the legal basis is contractual necessity. Personal data must be provided to enable the performance of the contract.

Unless a legal retention period applies, data will be retained for a period of 10 years after the end of the contractual relationship.

Supplier management

In the context of supplier management, Novaa Tech processes the following personal data:

- Identification data and contact details (surname, first name, address, telephone number);
- Identity card or other identifying document;
- Financial data (for example, data relating to payment);
- Personal characteristics (language) ;
- Data relating to occupation and career;
- Data relating to education and training.

The personal data may be supplemented by information obtained through public sources.

Unless stated otherwise, the legal basis is contractual necessity. Personal data must be provided to enable the performance of the contract.

Unless a legal retention period applies, data will be retained for a period of 10 years after the end of the contractual relationship.

Direct marketing

For this purpose, Novaa Tech processes the following personal data:

- Identification and contact details (surname, first name, professional information, e-mail address);
- Personal characteristics (language) ;
- Data relating to occupation and career (position, name of society).

The personal data may be supplemented by information obtained from public sources.

If you are a Novaa Tech customer, the legal basis for processing your data is legitimate interest, specifically the freedom of entrepreneurship. If you are not a customer, the legal basis for processing your data is your consent.

Unless a legal retention period applies, the data shall be retained for a period 3 years after the last meaningful contact between us and you.

Legal obligations

In the context of legal obligations, Novaa Tech processes the following personal data:

- Identification and contact details (surname, first name, address, telephone number)
- Financial data (for example, payment data)
- Identity card or other identifying document
- Data relating to occupation and career

The personal data may be supplemented by information obtained from public sources.

The legal basis is Novaa Tech's legal obligation.

The personal data will be retained for the duration of the legal retention period.

Recipients of personal data

Novaa Tech might share personal data with other recipients such as:

- Processors which provide us with services
- National and European authorities when we are legally required to disclose personal data
- Banks, insurance companies and payment service providers
- Our professional advisers, such as accountants and lawyers

Novaa Tech does not transfer personal data outside the European Economic Area.

Rights in processing of your personal data

According to the General Data Protection Regulation (GDPR), you have the rights:

- to access and receive a copy of your data;
- to rectify your data if it is inexact;
- to object to the processing for direct marketing purposes and for reasons related to your particular situation;
- to erase ("right to be forgotten") or restrict your data;
- when the processing is based on consent, to retract your consent at any time;
- to data portability when the processing is based on consent or contractual obligation.

You have the right to lodge a complaint with the competent supervisory authority (CNIL, www.cnil.fr, address: 3 Place de Fontenoy - TSA 80715 – 75334 Paris Cedex 07.77).

To exercise these rights, you must adhere to the conditions provided by the GDPR. Alternatively, for your convenience, you can contact the Novaa Tech team at the address provided below. In case of reasonable doubt regarding your identity, Novaa Tech reserves the right to request proof of identity.

Security measures

In accordance with applicable law, Novaa Tech has implemented an adequate system for the protection of personal data. These measures include the necessary technical and organizational measures to safeguard your personal data against accidental or unauthorized destruction, loss, alteration, unauthorized disclosure, or access to your personal data.

However, no security system can guarantee 100% security. You also have a role to play in ensuring the security of your data, which may include (if relevant) protecting your user account information and choosing a strong password. Novaa Tech is available to address any questions you may have regarding the confidentiality and security of your personal data.

Contact

To exercise your data protection rights, if you have any question relating to the processing of your personal data, or to contact Novaa Tech's DPO, please send an email to info@novaa-tech.com or contact:

Novaa Tech SAS
37 Rue du Lac
69003
Lyon
FRANCE

Updates

Please note that Novaa Tech reserves the right to update this document. This document was updated on January 2023.