

OUR PRIVACY POLICY

SAS N2JSoft
263 rue Lavoisier – ZAC des bruyères
01960 PERONNAS
RCS Bourg-en-Bresse n° 814 572 236
phone : +33 (0)4 26 78 52 10

We are particularly careful that the collection and processing of your personal data comply with applicable law. In what follows the term "You" or "Your" is addressed to any person concerned by the processing of personal data subject to this privacy policy.

In order to know :

- Why your data is processed,
- To whom your data is transmitted,
- How long we keep your data,

we invite you to consult the information on the following links:

- If you are a visitor to our website
- If you are a client / user of N2F software
- If you receive commercial communications from N2F

You are a visitor to our website: COOKIES MANAGEMENT

A cookie is a file stored on your computer by the websites you visit. A cookie records certain navigation data on the user's computer, such as the dates and times of page consultation, the identification of the pages consulted, the choice of pages consulted later, etc.

In order to provide you with an online experience as close as possible to your needs, and to allow partners to offer you interesting content, we may ask you for permission to install cookies on your computer.

On our site, cookies will be offered to you for each new connection, unless you have configured your browser to prevent such automation (refusal of cookies, or automatic acceptance).

The setting of your cookies is possible, and depends on the browser you use.

Here is a summary of the cookies present on our website:

Cookie	GOAL	Conservation duration
Facebook	Social Media Link	2 years
Facebook pixel	Tracking marketing	2 years
Twitter	Social Media Link	2 years
Google Analytics	Tracking marketing	2 years
Google ReCaptcha	anti-spam	2 years
LinkedIn	Social Media Link	2 years
PLEZI	Tracking marketing	2 years

You are a client / user of N2F: WHY IS YOUR DATA PROCESSED?

N2JSOFT acts as a subcontractor of its customers within the meaning of the GDPR, to process the expense reports of users on their behalf.

TO WHOM DO WE TRANSMIT YOUR PERSONAL DATA?

Your data is kept within N2JSOFT and is not transmitted to third parties except, exceptionally and exclusively at the request of the customer, for example in the context of a tax audit or litigation.

This data can be accessed by the hosting subcontractor of N2J SOFT.

FOR HOW LONG DO WE KEEP YOUR DATA?

Your data is kept as agreed in the contract concluded between N2JSOFT and its client.

WHY ARE YOUR DATA PROCESSED?

We collected your data during a contact, or a test of the software, or because you are a customer / user, or former customer / user.

Your data is processed for the purpose of being able to send you information, newsletters or invitations to events that we or our partners organize.

The legal basis for this processing is

- o Or your consent, collected when you fill in your data in a form.
- o Either our legitimate interest, in order to be able to communicate on the activities and expertise of N2JSoft.

YOU CAN AT ANY TIME REFUSE TO RECEIVE SUCH COMMUNICATIONS, BY UNSUBSCRIBING SUBMISSIONS USING THE AVAILABLE UNSUBSCRIBE LINK, OR BY WRITING TO support@n2f.com

TO WHOM DO WE TRANSMIT YOUR PERSONAL DATA?

In no case will your data be transmitted to third parties for the purposes of commercial communication. They can be transmitted to our suppliers, for example within the framework of the realization of mailings.

FOR HOW LONG DO WE KEEP YOUR DATA?

If you are a prospect, we keep your data for a maximum period of three years from our last contact.

WHAT ARE YOUR RIGHTS ?

Your rights are to be exercised with the controller. If you are an N2F user, you must contact the customer who has concluded the contract with N2JSOFT, and who is responsible for processing your expense reports.

You have the right to request access to your personal data and rectification of inaccurate data.

Right of access

The exercise of the right of access makes it possible to know if data concerning you is processed and to obtain its communication in an understandable format.

It also makes it possible to check the accuracy of the data and, if necessary, have them corrected or erased.

The organization from which you request your "right of access" must be able to send you a copy of the data it holds about you and inform you about:

- the purposes of using this data,
- the categories of data collected,
- the recipients or categories of recipients who were able to access this data,
- the data retention period or the criteria which determine this period,
- the existence of other rights (right of rectification, deletion, limitation, opposition),
- the possibility of entering the CNIL,
- any information relating to the source of the data collected if it has not been directly collected from you,
- the existence of automated decision-making, including in the event of profiling, and the underlying logic, the importance and the consequences for you of such a decision,
- the possible transfer of your data to a third country (non-member of the EU) or to an international organization

To know more :

<https://www.cnil.fr/fr/le-droit-dacces-connaître-les-donnees-quun-organisme-detient-sur-vous>

Article 15 GDPR

Articles 39, 40-1 to 43 Data Protection Act

The right of rectification

The right of rectification makes it possible to correct inaccurate data concerning you (incorrect age or address) or to complete data (address without the apartment number) related to the purpose of the processing.

To know more :

<https://www.cnil.fr/fr/le-droit-de-rectification-corriger-vos-informations>

Article 16 GDPR

Articles 40 to 42 Data Protection Act

FOR ANY TREATMENT BASED ON YOUR CONSENT YOU CAN **WITHDRAW AT ANY TIME YOUR CONSENT TO TREATMENT** by sending an email to support@n2f.com

You can request the erasure of your data

(if withdrawal of consent, if contract subject to prescription, if safeguard of vital interests, in certain cases mission of public interest)

The right to erasure, or the right to be forgotten

The data subject has the right to obtain from the data controller the erasure, as soon as possible, of personal data concerning him and the data controller has the obligation to erase this personal data as soon as possible , when one of the following reasons applies:

- a) personal data is no longer necessary for the purposes for which it was collected or otherwise processed;
- b) the data subject withdraws the consent on which the processing is based, in accordance with Article 6 (1) (a) or Article 9 (2) (a), and there is no such other legal basis for the processing;
- c) the data subject objects to the processing under Article 21 (1) and there is no compelling legitimate reason for the processing, or the data subject objects to the processing under Article 21, paragraph 2; d) personal data has been subject to unlawful processing;
- e) personal data must be erased in order to comply with a legal obligation which is provided for by Union law or by the law of the Member State to which the controller is subject;
-) the personal data have been collected in the context of the information society services referred to in Article 8 (1).

To find out more: Article 17 GDPR

You can request the limitation of processing, in the cases and within the limits provided for by the applicable legislation.

The right to limit processing

1. The data subject has the right to obtain from the controller the limitation of processing when one of the following elements applies:

- a) the accuracy of the personal data is disputed by the data subject, for a period allowing the controller to verify the accuracy of the personal data;
- b) the processing is unlawful and the data subject opposes its erasure and demands instead the limitation of their use;
- c) the controller no longer needs the personal data for the purposes of the processing but these are still necessary for the data subject for the establishment, exercise or defense of legal claims;
- d) the data subject has objected to processing pursuant to Article 21 (1) during the verification of whether the legitimate grounds pursued by the controller prevail over those of the data subject.

To find out more: Article 18 GDPR

You can object to the processing as long as it is based on the legitimate interest of N2JSOFT.

The right to object

Your personal data appears in a non-mandatory file and you no longer want it to appear there? The right to object allows you to object to your data being used by an organization for a specific purpose. You must put forward "reasons relating to your particular situation", except in the case of commercial prospecting, which you can object without reason.

To know more :

<https://www.cnil.fr/fr/le-droit-dopposition-refuser-lutilisation-de-vos-donnees>

Article 21 GDPR

Articles 38, 40-1 Data Protection Act

You have the right to the portability of the personal data that you have provided to us, under the conditions provided for by the applicable legislation.

The right to portability

Data subjects have the right to receive their personal data which they have provided to a controller, in a structured, commonly used and machine-readable

format, and have the right to transmit this data to another controller of the processing without the controller responsible for the personal data being communicated to it, when:

- (a) the processing is based on consent pursuant to Article 6 (1) (a) or Article 9 (2) (a) or on a contract pursuant to Article 6 , paragraph 1, point (b);
- and b) the processing is carried out using automated processes.

To find out more: Article 20 GDPR

You have the right to define directives relating to the storage, erasure and communication after your death of your personal data, in accordance with the applicable laws and regulations.

The right to set guidelines after death

To find out more: Article 40-1 Data Protection Act

You have the right not to be the subject of a decision based exclusively on automated processing, in the cases and within the limits provided for by applicable law.

The right not to be subject to an automated decision

1.The data subject has the right not to be the subject of a decision based exclusively on automated processing, including profiling, producing legal effects concerning him or significantly affecting him in a similar way.

2.Paragraph 1 does not apply where the decision:

- a) is necessary for the conclusion or execution of a contract between the data subject and a controller;
- b) is authorized by Union law or the law of the Member State to which the controller is subject and which also provides for appropriate measures to safeguard the rights and freedoms and legitimate interests of the data subject;
- or
- c) is based on the express consent of the data subject.

To know more :

Article 22 GDPR

Article 10 Data Protection Act

CONTACT US

You can exercise the rights you have by sending an email to support@n2f.com.

Your request will be processed as soon as possible, subject to proving your identity by attaching a copy of your official identity document to your e-mail or letter.

COMPLAINTS WITH THE CNIL

You can lodge a complaint relating to the processing of your personal data with the National Data Protection Commission (CNIL) - www.cnil.fr - 3 place de Fontenoy 75007 Paris.

For more information on complaint methods: <https://www.cnil.fr/fr/cnil-direct/question/844>.