



J.ALTHOFFER & Cie. S.A.S.
4, route de Rimbach
68500 Rimbach-Zell (Guebwiller) FRANCE
Tél +33 (0)3 89 62 23 23
Fax+33 (0)3 89 76 28 58
e-mail: althoffer@althoffer.com
site web: www.althoffer.com

Personal data management policy:

The European Union has adopted General Data Protection Regulation 2016/679 (GDPR), which comes into force from 25th May 2018. The GDPR is designed to provide a high level of protection of the rights and freedoms of individuals concerning the processing and protection of their personal data.

J. ALTHOFFER & CIE SAS is keen to ensure that its activities comply with legal obligations and has introduced the technical and human resources and the organisational measures required to protect the data that it collects and processes.

Our personal data management policy is set out below:

1) Personal data collected by J. ALTHOFFER & CIE SAS:

- Name and first name
- Position
- Postal address (including delivery and invoicing address)
- Telephone and fax numbers
- Email address
- Credit card number
- Personal identification number, e.g. social security number
- Bank details

2) Processing of personal data:

J. ALTHOFFER & CIE SAS undertakes to collect only the personal data relevant to the following processing:

- Commercial relations management:
 - o Customer relations management: sending quotations and other commercial documents, payment confirmation, sending out special offers, sending other information by mail, email, fax or social networks, carrying out and tracking goods transport, delivery notification, etc.
 - o Supplier relations management: purchase/ supply order confirmation, exchange of information by mail, fax or social networks, goods pick-up and notification, etc.



J.ALTHOFFER & Cie. S.A.S.
4, route de Rimbach
68500 Rimbach-Zell (Guebwiller) FRANCE
Tél +33 (0)3 89 62 23 23
Fax+33 (0)3 89 76 28 58
e-mail: althoffer@althoffer.com
site web: www.althoffer.com

- Staff management:
 - o Processing of pay and social security contributions, employee organisation, drawing up employment contracts, bank transfers of salaries, declaration of social security information to public and private social security organisations.
- Third-party relations management: processing of third-party data other than customers/suppliers and employees.

These data are kept as long as the relations between the individuals are maintained and within the limits of the data archiving regulations in force.

3) Security measures:

J. ALTHOFFER & CIE SAS has introduced technical means and organisational measures to ensure the confidentiality and security of confidential data, within its capacities.

The employees at J. ALTHOFFER & CIE SAS who are authorised to process personal data undertake, through a personal confidentiality agreement, to apply the data protection rules and guidelines introduced in the company. Otherwise, they would not have access to them.

Some of these personal data may be passed on to subcontractors (in particular for the processing of salaries and social security contributions and for transport), who are bound to comply with the contractual obligations and the regulations in force concerning personal data.

4) Rights of individuals concerning their personal data:

In accordance with the Data Protection Act of 6 January 1978 and General Data Protection Regulation 2016/679 (GDPR), you have the right to access and correct data concerning you at any time and a right to object, for legitimate reasons, to the processing of such data. You may exercise this right by sending us a letter, with a copy of proof of identity, to the following address:

J. ALTHOFFER & CIE SAS
For the attention of the Data Protection Officer
4 ROUTE DE RIMBACH
68500 RIMBACH-ZELL

Out of a constant concern to improve its services and protect the rights of the individuals concerned, J. ALTHOFFER & CIE SAS reserves the right to update this personal data protection policy in accordance with its needs and the regulations in force.

SD/ 05.25.2018