

# Privacy policy

MECA's Privacy Policy was updated on August 16, 2020. Your confidentiality is very important to MECA-TRAINING (owner and operator of the "MECA" application). We have therefore developed a Privacy Policy which addresses how we collect, use, disclose, transfer and store your personal information. Please take the time to familiarize yourself with our privacy practices, and contact us at [mp911@orange.fr](mailto:mp911@orange.fr) with any questions.

## Collection and use of personal information

Personal information is defined as data used to identify or contact an individual.

You may be asked to provide your personal information when you come into contact with **MECA-TRAINING** or with a company affiliated with it. **MECA-TRAINING** and its subsidiaries may need to exchange this personal information and use it in accordance with this Privacy Policy. They are also likely to combine them with other information to offer and improve their products, services, content and advertising media. You are under no obligation to provide the personal information we ask for. However, if you choose not to provide it to us, we will in many cases be unable to provide our products or services to you or to respond to your requests.

Here are some examples of the types of personal information that **MECA-TRAINING** is likely to collect as well as the way in which we may use it :

### Personal information collected

- When you register your products, buy a product, download an evaluation version or a software update, contact us, especially on social networks, or respond to an online survey, we are likely to collect different types of information, including your name, mailing address, phone number, email address, contact preferences, device identifiers, IP address, location, and profile information in the event of contact via social networks.
- When you buy and send MECA-TRAINING products to third parties or invite them to participate in MECA-TRAINING services, MECA-TRAINING is likely to collect the information you provide about these third parties, in particular their name, address

email and phone number. MECA-TRAINING will use this information to respond to your requests, to provide the relevant product or service, or for anti-fraud purposes.

## Ways of using your personal information

- We may need to process your personal information: with your permission and for the purposes defined in this Privacy Policy, in order to comply with a legal obligation, or when this is considered necessary for MECA-TRAINING or a third parties with whom the company must share this data can achieve its legitimate objectives.
- The personal information we collect allows us to keep you informed of news relating to MECA-TRAINING products, software updates and upcoming events. If you do not wish to be added to our mailing list, you can unsubscribe by updating your preferences.
- We also use this personal information to create, develop, implement, offer and improve our products, services, content and advertising materials, but also to fight against fraud. We may use them to secure the network and accounts, including to protect our services for all users. If your information comes to be used in an anti-fraud procedure, it always follows an online transaction in which we were involved. Only data that is strictly necessary and considered essential, from a legal point of view, to the protection of our customers and services are concerned. In some online transactions, the information you have shared with us may be made publicly available.
- From time to time, we may use your personal information to send important notices, such as purchasing communications and changes to our terms, terms and conditions and policies. As this information is important for your interaction with MECA-TRAINING, you cannot unsubscribe from receiving these communications.
- We are also likely to use this personal information for internal purposes such as auditing, data analysis and research in order to improve MECA-TRAINING's products, services and customer communications..
- If you apply for a position with MECA-TRAINING or we receive your information as part of a job opening, we may use your information to review your application and contact you. If you apply, you will receive further information on how MECA-TRAINING processes the personal information of applicants when submitting their application.

## Sources of personal information when it is not collected from you

We may have obtained your personal information from third parties, for example if they have sent you MECA-TRAINING products, or have invited you to use MECA-TRAINING's services or its applications.

## Collection and use of non-personal information

We are also likely to collect data in a form that does not allow a direct association with a particular individual. We may collect, use, transfer and disclose this non-personal information, regardless of the purpose of this sharing. Below are some examples of non-personal information we collect and how we may use it :

- We may collect information such as occupation, language, postal code, country code, unique device identifier, referral URL, location and time zone in which a MECA-TRAINING product is used to better understand customer behavior and to improve our products, services and advertising materials.
- We may also collect information regarding customer activities on our MECA application and from our other products and services. This information is aggregated and used to help us provide more useful information to our customers as well as to help us understand which parts of our website, products and services are of most interest. The data thus gathered is considered as non-personal information for the purposes of this Privacy Policy.
- We may collect and store information related to your use of our services, including search terms entered. This can allow us to optimize the proposed results. Apart from restricted situations aimed at ensuring the quality of our services on the Internet, this data will not be associated with your IP address.

If we combine non-personal information and personal information, the information so combined is considered personal information for as long as the association continues.

## Cookies and other technologies

MECA-TRAINING's website, online services, interactive applications, emails and advertising media may use cookies such as web beacons. These technologies help us better understand user behavior, tell us which parts of our website and applications are visited, and make it easier to measure the effectiveness of advertising media as well as web searches. We treat information collected by cookies and other technologies as non-personal information. However, to the extent that Internet Protocol (IP) addresses and other identifiers of the same type are considered personal information under local law, we also consider these identifiers to be personal information. Likewise, to the extent that non-personal information is associated with personal information, we consider the aggregated information to be personal information for the purposes of this Privacy Policy.

MECA-TRAINING and its partners also use cookies and other technologies to remember personal information when you use our website, online services and applications. In these cases in particular, our aim is to make your experience with MECA-TRAINING as convenient and personal as possible. For example, knowing your first name allows us to welcome you on your next visit to the MECA application. Knowing your country and language, and, if you act as a teacher, your school name, allows us to provide you with a personalized and more useful shopping experience. Knowing that someone using your computer or device has purchased a certain product or used a particular service helps us make our advertising and email communications more relevant to your interests. Finally, knowing your contact information, your product serial number, and your computer or device information helps us customize your operating system and provide you with better customer service.

If you want to disable cookies and you are using the Safari web browser, go to Safari preferences, then go to the Security pane to disable cookies. On your Apple mobile device, go to Settings, then go to Safari. Scroll down to Privacy & Security, then tap "Block all cookies" to set your preferences. In other browsers, check with your provider how to disable cookies. Note that some features of the MECA application and the MECA-TRAINING website are not available if cookies are disabled.

As is the case with most websites and applications, we collect certain information automatically and keep it in log files. This information includes Internet Protocol (IP) addresses, browser type and language, Internet service provider (ISP), referring and egress websites and applications, operating system, date and time. the time as well as the navigation route data.

We use this information to understand and analyze trends, administer the site, learn more about user behavior once on the site, improve our products and services, as well as to gather demographic information about our user base in its together. MECA-TRAINING may use this information for marketing and advertising purposes.

In some of our emails, we use a "click URL" linked to the content of the MECA-TRAINING website and app. When customers click on one of these URLs, they go through a web server before arriving at our website's landing page. We may track these clicks to help us determine your interest in specific topics and measure the effectiveness of our communications to customers. If you prefer not to be tracked in this way, you should not click on any text or graphic links in any emails you receive.

Tracking pixels allow us to send emails in a format that customers can read and they tell us if the messages have been opened. We may use this information to limit the number of messages sent to customers or to suppress such messages..

## Disclosure to third parties

Sometimes, MECA-TRAINING may communicate certain personal information to third parties to provide or improve its products and services, including to provide products in accordance with your request, or to help MECA-TRAINING to market them. When we do so, we require third parties to treat them in accordance with applicable regulations. This personal information is never shared with third parties for marketing purposes..

## Service providers

MECA-TRAINING shares personal information with companies that provide services such as information processing, credit granting, order processing, product availability, customer data management and improvement, customer service , evaluating your interest in our products and services and conducting customer research or satisfaction surveys. These companies have an obligation to protect your information and can be located wherever MECA-TRAINING operates.

## Other

In the context of legislation, legal proceedings, litigation and / or requests from public or government bodies in your country of residence or in another country, MECA-TRAINING may be requested to disclose your personal information. We also may disclose information about you if we determine that such disclosure is necessary or appropriate for reasons of national security, law enforcement or any other matter of public interest. We may also disclose information about you, provided however that there is a legal basis for such disclosure, if we determine that it is reasonably necessary for the application of our terms and conditions or for the protection of our operations or users. This disclosure may include the communication of information to public or governmental authorities. In addition, in the context of a reorganization, merger or sale, we may be required to transfer to the relevant third party some or all of the personal information that we collect.

## Protection of personal information

MECA-TRAINING takes the security of your personal information very seriously. MECA-TRAINING's online services such as the MECA application protect your personal information while it is being transferred using encryption tools such as the TLS (Transport Layer Security) protocol. At MECA-TRAINING, your personal data is stored on computers to which access is limited, which are themselves kept on sites with physical security measures.

When you use certain MECA-TRAINING products, services or applications, or a social network service, the personal information and the content you share are visible to other users, who can read, collect or use it. You are responsible for the personal information you choose to share or send in these cases. For example, if you include your name and email address in a post, that information is public. Please be especially careful when using these features.

## Automated decision-making processes (including profiling)

None of the decisions made by MECA-TRAINING that may have a strong impact on you is determined by algorithms or any other profiling method.

## Integrity and retention of personal information

MECA-TRAINING allows you to easily keep personal information that is precise, complete and up to date. We will retain your personal information for as long as necessary to achieve the purposes set out in this Privacy Policy. When legitimate needs motivate this collection of information, said duration is limited to the minimum time necessary for the operation, unless a longer retention period is required by law.

## Access to personal information

To verify that your contact details and preferences are accurate, complete and up to date, contact MECA-TRAINING customer support at the following address: mp911@orange.fr. For other personal information that we hold, we will provide you with access (and a copy) which will allow you, among other things, to ask us to correct the data if it is incorrect or to delete it if MECA-TRAINING is not required to keep them in accordance with the law or for legitimate professional purposes. We may refuse to process requests that are unreasonable / vexatious, call into question the confidentiality of other individuals, are impossible to implement or request access not required by law in any other context. We also reserve the right to refuse access or deletion requests that would call into question our legitimate use of the data for the purposes of security and the fight against fraud, as described above. Access, correction or deletion requests can be made by sending a message to the address mp911@orange.fr.

## Location-dependent services

To provide location-based services relating to MECA-TRAINING products, MECA-TRAINING and its partners and licensees may collect, use and share specific location data, including the real-time geographic location of your computer or device. . Unless you give your consent, this location data is collected anonymously in a form that does not allow you to be personally identified. They are used by MECA-TRAINING as well as its partners and licensees to provide and improve products and services depending on the location.

## Third-party sites and services

MECA-TRAINING websites, products, applications and services may contain links to third-party websites, products and services. Our products and services may also use or offer third party products or services. Information collected by third parties, including location data or contact details, is governed by their own privacy practices, and we encourage you to review them.

## International users

All information provided may be transferred to entities around the world or is otherwise accessible by them, as described in this Privacy Policy. MECA-TRAINING uses standard contractual clauses for the international transfer of personal information collected in the European Economic Area and in Switzerland.

MECA-TRAINING complies with cross-border data privacy laws as established by the Asia-Pacific Economic Cooperation (CEAP). These provide organizations with a framework for the protection of personal data transferred between the different economies that are part of CEAP.

## Commitment of our entire company for your privacy

To ensure the security of your personal information, we communicate our privacy and security guidelines to MECA-TRAINING employees and ensure that privacy safeguards are strictly implemented within the company.

## Confidentiality issues

If you have any questions or doubts relating to MECA-TRAINING's Privacy Policy or data processing, or if you wish to lodge a complaint related to the possible violation of locally applicable privacy laws, please contact us. at the address [mp911@orange.fr](mailto:mp911@orange.fr).

When a question relating to personal information or confidentiality is received following an access or download request, our dedicated team endeavors to answer it. If the problem you are experiencing is complex, we may ask you to provide additional



information. No request is left unanswered. If you are not satisfied with the response received, you can address a complaint to the relevant regulatory authority in your jurisdiction. If you ask us, we will do our best to provide you with information about your remedies, given your situation.

If your complaint indicates that our handling of privacy issues could be improved, we will take appropriate action to make those improvements at the next reasonable opportunity. If a privacy issue has had a detrimental effect on you or someone else, we will take steps to discuss that issue with you or that other person..

MECA-TRAINING may update this Privacy Policy from time to time. When we change this policy materially, we will post an app notice with the updated Privacy Policy. We will also contact you using your registered contact details, for example by email, by means of a notification or equivalent method.

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