

## **Introduction**

As part of its activity, SERVITAC, whose head office is located at 31 rue d'Alexandre 64600 Anglet, is required to collect and process information, some of which is qualified as "personal data". SERVITAC attaches great importance to respect for privacy, and only uses data responsibly, confidentially and for a specific purpose.

## **Personal data**

On the [www.servitac.fr](http://www.servitac.fr) website, 2 types of data may be collected:

### **Data transmitted directly**

These data are those that you transmit to us directly, via a contact form or via direct contact by email. The fields "First name", "Last name" and "Email" are compulsory in the contact form.

### **Data collected automatically**

During your visits, once your consent has been given, we may collect "web analytics" information relating to your browsing, the duration of your consultation, your IP address, your type and browser version. The technology used is the cookie.

### **Data usage**

The data that you send us directly is used for the purpose of re-contacting you and / or as part of the request you make to us. "Web analytics" data is collected anonymously (by registering anonymous IP addresses) by Google Analytics, and allows us to measure our website audience, visits and possible errors in order to constantly improve the experience users. These data are used by SERVITAC, responsible for data processing, and will never be transferred to a third party or used for purposes other than those detailed above.

### **Legal basis**

Personal data is only collected after the user's compulsory consent. This consent is validly collected (buttons and check boxes), free, clear and unequivocal.

### **Preservation's duration**

The data will be saved for a maximum period of 3 years.

### **Cookies**

Here is the list of cookies used and their purposes:

Google Analytics cookies (exhaustive list): Web analytics

### **Your rights regarding personal data**

You have the right to consult, request modification or erasure of all of your personal data. You can also withdraw your consent to the processing of your data.