

## Personal data policy

*Last update: August 2018*

In the course of your contact or relationship with Amiral Gestion, our company may gather information about you via the contact or recruitment forms on the website. By completing one of these contact or recruitment forms, you consent to and authorise Amiral Gestion, acting as the handling agent, to process and collect your personal data in its database.

### 1. Nature of the data collected

The personal data thus collected (e.g. your names, email, telephone number, company, function, CV, introductory letter) may be processed in accordance with the General Data Protection Regulation (GDPR) of 27 April 2016. In addition to the information you transmit voluntarily, Amiral Gestion systematically records the domain names and IP addresses of its visitors. You will find a description of this practice on our website under "Use of the Google analytics service".

### 2. Objective of data collection

#### Recruitment form

Your data are collected in order to get to know you, with a view to possible recruitment.

Our selection process requires us to collect information about your experience, education and training, reasons for applying and contact details should we wish to pursue.

#### Contact form

Collecting your data allows us to:

- Present our services to potential and existing clients
- Market our services
- Manage our relations with existing or potential clients
- Meet our legal obligations in terms of 'know your client' (KYC) and anti-money laundering
- Transmit personalised content
- Satisfy your requests for guidance
- Inform you of new functions, events or services
- Draw up anonymous statistics, for example statistics for website use or readers of our reporting
- Or for any other legitimate commercial use.

### 3. Recipients of data

The recipients of these personal data are our human resources department on the one hand, and our commercial services on the other.

Amiral Gestion reserves the right to communicate some of your personal data to subcontractors and service providers in pursuit of the above-mentioned objectives, but only the information that is necessary to complete their missions.

## 4. Data storage

For the whole time that it is necessary to store your data, which depends on the reason for collection, or on the legal requirements that apply in some cases, Amiral Gestion will do everything possible to safeguard its confidentiality and security.

## 5. Your rights

In accordance with the legal and regulatory requirements concerning protection of your personal data, you have the right to access, rectify, transfer and delete them, or even limit their use. For a legitimate reason, you may also object to the use of your personal data.

To obtain more information concerning your rights, please send all requests in writing to the head of personal data at Amiral Gestion:

Monia DONNEN

Amiral Gestion, 103 rue de Grenelle, 75007 Paris

Or by email to: [md@amiralgestion.com](mailto:md@amiralgestion.com)

In case of non-respect of your rights concerning use of your personal data, you may complain to the CNIL, either directly on the CNIL website: <https://www.cnil.fr/professionnel>, or in a letter to:

CNIL, 3 Place de Fontenay-TSA-80715-75334 Paris Cedex 07.