



Azur Health Science
MEDICAL WRITING & MENTORING

DATA PROTECTION CHARTER

For registered users of Azur Health Science Training courses

1.1 Data processing

The General Data Protection Regulation (GDPR) imposes strict rules with regard to the protection of personal data and transparency with regard to their holder.

Azur Health Science, in its capacity as data controller, is subject to the protection of personal data. The personal data relating to the **identity of the learner** (*surname, first name, e-mail address, photo (optional), profile*); **to his/her economic and financial information** (*data relating to online payment by bank card: identity data of the purchaser*); **to the training itself** (*professional project, title and duration of the training, results, evaluations, certificate of completion of training, satisfaction survey, etc.*); as well as connection data (information relating to the use of the site); **as well as connection data** (*duration and date of the visit, identifier and password for access to the Mentoring site*) are collected by Azur Health Science within the framework of its Mentoring site, throughout the period of the training duration.

They are intended for Azur Health Science as part of the management of training/mentoring and are intended to be used for:

- **Administration of the mentoring platform** (management of access to Azur Health Science training services through registration or connection)
- **Management of the invoicing of the training action** (online payment for training via a STRIPE module)
- **Distribution of training content and monitoring of progress during the course**
- **Management of assessments and delivery of end-of-course certificates**
- **Management of notifications and communications within the Mentoring site** (requests for appointments or contacts)
- **Management of support and maintenance of the Mentoring site**
- **Transmission of satisfaction questionnaires at the end of the training course**
- **Management of company reports** (management of training statistics, financial reports, etc.).

These purposes for processing personal data are thus necessary for the execution of the training (ie, a legal contractual basis). In this respect, Azur Health Science undertakes to process the learner's personal data only for the purpose of enabling the training to be carried out, and to limit the collection of such data to that which is strictly necessary. Under no circumstances will the learner's data be sold or exchanged.

Azur Health Science will keep the personal data in the active database until the learner's account is deleted, and then for a period of 12 months after the account is closed, with the exception of economic and financial information (such as invoicing data), which is kept for a period of 10 years, in accordance with article L12322 of the French Commercial Code.

Throughout the period of storage of the learner's personal data, Azur Health Science undertakes to put in place all means capable of ensuring their confidentiality and security, so as to prevent their damage, deletion or access by unauthorised third parties.

Access to personal data will be limited, internally, to authorized Azur Health Science personnel only (employees).

The recipients of the data are located entirely within the European Union.

1.2 Exercising your rights

In accordance with the applicable legal and regulatory provisions, you benefit from a right of access, rectification, portability, deletion, opposition or limitation of the processing of your data. These provisions apply to all processing operations and to all categories of personal data collected, whatever the medium and including all forms applicable to the processes implemented.

The request may be made:

- By contacting the Azur Health Science Data Protection Officer directly at the following address: dpo-azurhealthscience@agencergpd.eu;
- By visiting the Azur Health Science website in the " [managing your rights](#) " tab;
- By postal e-mail by writing to Azur Health Science, located at 1 Chemin des Cigognes 68550 SAINT-AMARIN.

Azur Health Science undertakes to implement the procedures necessary for the proper management of requests to exercise rights made by its registered learners.

Your request will be processed within the time limits imposed by GDPR and the Commission Nationale de l'Informatique et des Libertés (CNIL).

A complaint may be made to the French supervisory authority (CNIL) as follows: [contact the CNIL DPO or](#) by telephone: 01 53 73 22 22 or by post to the following postal address: 3 Place de Fontenoy - TSA 80715 - 75334 Paris Cedex 07.

I, the undersigned, certify that I have read and understood this personal data protection charter.

On: Location:

SIGNATURE

Preceded by the words "read and approved"