



NG TECHNOLOGIES

Building Trust with **Next Generation** Technologies...

NG Technologies

Personal Data Protection Policy for Web Site Users

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CHANGE HISTORY

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1. PURPOSE AND SCOPE

The purpose of this Protection Notice (hereinafter referred to as the “Notice”) is to explain how the company NG Technologies (hereinafter referred to “we/us”) collects and processes your personal data acting as a data controller when you visit or use its websites (hereinafter referred to as the “Sites/Websites”). NG Technologies websites include *.ng-sign.com and *.ng-sign.com.tn.

The Notice is intended for visitors and users of the Sites (hereinafter referred to as “users” or “you”).

This Notice does not apply to processing of personal data of people using Remote Trust Services operated by NG Technologies. A specific policy is dedicated for such processing.

In this Notice, “personal data” or data of a personal nature is any information relating to a natural person identified or identifiable directly or indirectly based on this data and the term “*processing*” refers to any operation or a set of operations which is performed on personal data, irrespective of the process used.

2. COLLECTION OF PERSONAL DATA

When you visit our Site or use it (for example to send us a request for information, apply for a job offer, subscribe to our newsletter, etc.) we are likely to collect and process some of your personal data.

Depending on your use of the Site, the transmission of some information is mandatory. Failure to transmit the data will prevent you from fully using the NG Technologies Site.

Personal data are collected directly from you via:

- voluntary registration of an e-mail address enabling you to receive one of our newsletters or our offers;
- inputting of your personal contact details when you register on the Site or take part in an online survey;
- sending of an information request via one of the Site’s forms;
- the job application that you submit to us via the Site’s Careers space;
- data on your browsing on the Site via cookies

The Notice is applicable irrespective of the method of collection of your personal data.

The data that you send us directly depend on your use of the Site and may include:

- identification and contact details (surname, first name, gender, e-mail address, telephone number);
- information that you send to our customer service;
- information contained in your application for a job to be filled (information contained in your curriculum vitae and your cover letter);

The data regarding the use of the Site are collected automatically, this information depends on your browsing and may include:

- information on the computer, the login environment, i.e. IP address, technical user name(s), error reports and operating data;
- data on your use, such as the features you have used, the settings you have selected, the data on which you have clicked, including the date and time and the webpages visited;
- geographical information on services based on the IP address localisation.

3. COOKIES

A cookie is a small text file which is placed on your device. Cookies help to analyze web traffic and allow web applications to respond to you as an individual. Cookies may collect information, including a unique identifier, user preferences, profile information, membership information and general usage and volume statistical information.

3.1. What do we use cookies for?

We use cookies for several reasons. Some cookies are required for technical reasons (e.g to enable “remember me” feature), and we refer to these as "essential" or "strictly necessary" cookies. Other cookies also enable us to track and target the interests of our users to enhance the user experience.

We may place cookies or similar files on your device for security purposes, to tell us whether you have visited the web applications before, to remember your language preferences, to determine if you are new visitor or to otherwise facilitate site navigation, and to personalize your experience. Cookies allow us to collect technical and navigational information, such as browser type, time spent and pages visited.

3.2. What about other tracking technologies, like web beacons?

Cookies are not the only way to recognize or track visitors to a website. We may use other similar technologies from time to time, like web beacons (sometimes called "tracking pixels" or "clear gifs"). These are tiny graphics files that contain a unique identifier that enable us to recognize when someone has visited our websites or opened an e-mail that we have sent them. This allows us, for example, to monitor the traffic patterns of users from one page within our websites to another and to deliver or communicate with cookies. In many instances, these technologies are reliant on cookies to function properly, and so declining cookies will impair their function.

3.3. How can you manage your cookies?

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you would prefer not to accept cookies, most browsers will allow you to: (i) change your browser settings

to notify you when you receive a cookie, which lets you choose whether or not to accept it; (ii) to disable existing cookies; or (iii) to set your browser to automatically reject any cookies.

4. USE OF PERSONAL DATA

Depending on your use of the Site, personal data are used by NG Technologies Sites to:

- enable you to request information on NG Technologies services using one of the forms in the Site;
- subscribe to our newsletter and be informed of events organized by Ng Technologies;
- enable the proper functioning and securing of the Site;
- enable you to submit your job application for vacancies at NG Technologies and its subsidiaries;
- be included in our CV database;
- comply with our legal obligations.

5. PERSONAL DATA RETENTION PERIOD

All personal data collected are retained for a limited period depending on the purpose of the processing and on the retention period stipulated by the legislation applicable to NG Technologies.

Purposes of processing	Maximum retention period
To enable you to request information on NG Technologies services	1 year
To subscribe to our newsletter and be informed of events organized by NG Technologies	3 years
To enable you to apply for vacancies at Ng Technologies and its subsidiaries	3 years
To be included in our CV database	3 years
To comply with our legal obligations	12 months

Upon expiry of the periods specified, the data shall be, if necessary, archived for a period not exceeding the time limits stipulated by the applicable archiving regulations.

5.1. Transmission and transfer of personal data

Personal data collected via our Sites are never sold, shared or transmitted to third parties by NG Technologies.

However, personal data may be disclosed if we are required to do so by law or by a regulatory provision or if this disclosure is necessary in connection with a judicial or administrative request.

6. SECURITY AND CONFIDENTIALITY

Our concern is to preserve the quality, confidentiality and integrity of your personal data.

To ensure the security and confidentiality of the personal data we collect, we use technical means (networks protected by standard systems such as firewalls, network partitioning, appropriate physical hosting, etc.) and organisational means (strict and individual access control, procedures, security policy, etc.).

When processing your personal data, we take all reasonable measures to protect them against any loss, misuse, unauthorised access, disclosure, alteration or destruction.

People with access to your personal data are bound by a confidentiality undertaking; they shall face disciplinary measures and/or be held liable if they do not comply with these obligations.

In spite of our efforts to protect your personal data, we cannot guarantee on our own the infallibility of this protection given the inevitable risks that are out of our control. Furthermore, if you have an account in any of the RTS, it is important for you to be careful and to prevent any unauthorized access to this account by keeping your password/pin code confidential and by ensuring you log out in case of shared use of the same computer.

7. RIGHT OF ACCESS, TO RECTIFICATION, TO ERASURE AND TO OBJECTION

Whenever we process personal data, we take all reasonable measures to ensure the accuracy and relevance of your personal data based on the purposes for which we collect them and guarantee that you can exercise your rights regarding these data.

You have a right to access your data, the right to correct them if they are incorrect and, in the cases, and according to the limits stipulated by the regulation, to object to, to erase some of these data, to restrict their use or to request their portability for their transmission to a third party.

All collected data may be modified from your account or directly via your browser regarding cookies. You may also request to update or delete your data by addressing an email to privacy@ng-sign.com by providing at least a phone number. An NG Technologies operator will call you, in the next working 48 hours, to check your identity and process your request.

8. DATA PROTECTION OFFICER

NG Technologies has appointed a Data Protection Officer responsible for ensuring the protection of personal data and the compliance with the related legal and regulatory requirements.

For any additional information or claims regarding the implementation of the Personal Data Protection Policy, you may contact the latter at the address: privacy@ng-sign.com

In case of unresolved issues relating to the use of your personal data, you may contact the INPDP (Instance Nationale de Protection des Données Personnelles, <http://www.inpdp.nat.tn/>).

9. MODIFICATIONS OF THE PERSONAL DATA PROTECTION POLICY

This Policy can be updated based on changes made to any NG Technologies Sites, on adding new Sites or if required by the applicable regulation.