

DATA PROTECTION POLICY



INTRODUCTION

At Flash Intervention, we are committed to respect your privacy and protect the personal data we collect about you.

This policy explains when, how, and why we collect and process your personal data, as well as our commitments to ensuring the protection and restricted access to this data.

CONFIDENTIALITY CLAUSE

Flash Intervention undertakes to keep confidential information marked as «confidential» or any personal data exchanged for the execution of its services.

We also commit to maintaining the confidentiality and non-disclosure of the aforementioned elements during the contract period and after its termination by any means and channel.

We pledge to implement all useful and effective measures to ensure this confidentiality and prevent unauthorized access by employees, subcontractors, suppliers, and customers.

Flash Intervention guarantees that personal data requested in the course of its professional activities are collected and processed only to the extent that they are adequate, relevant, and not excessive for specific, explicit, and legitimate purposes.

We ensure that they are neither lost, compromised, nor collected by third parties.

WHAT DATA DO WE COLLECT?

If you are a customer, we collect data related to your identity, position, address, phone number, email address, billing information, and any other data you voluntarily provide.

If you are an employee, we collect data related to your identity, phone number, email address, social security contributions, and any other data you voluntarily provide.

If you are a partner or an organization in a professional context, we collect data that you voluntarily provide (name, organization, email address, contacts, etc.) and use them for our business activities in strict compliance with legal and regulatory requirements.

WHAT PROCESSING DO WE PERFORM?

The processing includes collection, recording, organization, structuring, storage, consultation, use, transmission communication, dissemination, erasure, and destruction.

Our duty is also to:

- Enable users to access the data they need to work effectively.
- Raise awareness among all stakeholders to avoid scenarios of accidental loss.

HOW AND WHY DO WE COLLECT AND PROCESS PERSONAL DATA?

We collect and process your personal data through forms, transparently and securely, to meet specific and legitimate purposes.

All collected data is stored for the delivery of our services, to execute the agreed contracts. We do not collect any personal data that is not necessary for the realization of our activities.

We do not market or sell any personal data, nor do we disclose them to third parties for other purposes.

WHO ARE THE RECIPIENTS OF THE COLLECTED DATA?

These are mainly administrative, commercial, technical services, and partners collaborating with us on service deliveries. Specifically:

- Our internal services authorized to process them within the scope of their competencies.
- Any administrative service intended to receive them for administrative purposes.

The confidentiality of the information we use and respect for professional secrecy prevent us from communicating any data or information concerning an individual to third parties without the prior consent of the individuals concerned.

However, the transmission of this data to third parties may be justified by certain circumstances, for example:

- Communication to institutions and legal entities when it is provided, required, and/or regulated by law.
- Transmission to our subcontractors when necessary for the execution of the services for which you have commissioned us.

WHAT IS THE PURPOSE OF OUR DATA COLLECTION?

Your personal data is used for several purposes, including:

- Monitoring job applications.
- Contractual relationship.
- Responding to collaboration requests (contract execution and billing).

WHAT ARE YOUR RIGHTS?

All individuals have rights regarding the collection and processing of their personal data, which they can exercise by contacting us.

If you wish to exercise any of these rights, please contact us at the following address:

info@flashintervention.com

In terms of personal data, your rights are:

- The right to access your personal data.
- The right to rectify, complete, or update your information when it is incorrect.
- The right to transfer your personal data to another entity.
- The right to request that we stop using your data for direct marketing purposes (e.g., subscribing to newsletters or communications).
- The right to delete your data, object to their processing, or withdraw your consent.

In these cases, you will no longer be able to benefit from all our services.

HOW LONG ARE THIS INFORMATION RETAINED?

We only retain your information for the duration necessary to achieve the purposes for which they were collected. This means that they remain in our possession for the entire duration of our collaboration.

The duration for which we retain your personal data is also determined by operational and legal considerations. For example, we are legally obligated to retain certain types of data to fulfill our legal and regulatory obligations (for health or safety purposes, for tax or accounting purposes, etc.).

HOW DO WE PROTECT YOUR DATA?

We take all necessary measures to ensure that your data remains protected against personal data breaches (unauthorized access, modification, or unauthorized or accidental disclosure, destruction, or loss). Staff is sensitized and trained on the importance of data protection, privacy, and explicit consent. They take appropriate measures to respect privacy, confidentiality, and the security of your personal data.

WHAT HAPPENS IN CASE OF DATA BREACH?

On a daily basis, we use the latest technological tools to prevent risks in this regard. However, in the event of a data breach or theft, we will use all technical and organizational means at our disposal to control and reduce the impact of this violation. We will also be willing to provide all required information to the individuals concerned as soon as possible.

CONCLUSION

The use of personal data is the responsibility of Flash Intervention and in compliance with Law No. 2013-450 of June 19, 2013, relating to the protection of personal data. Flash Intervention recognizes the confidentiality of personal data and therefore undertakes to take all precautions in accordance with regulations to protect confidentiality information to which it has access and prevent its communication to third parties.

Abidjan, 14th january 2022



Flash Intervention is committed to:

- Not using the collected data for purposes other than those provided by the contracts.
- Only disclosing this data to duly authorized persons, whether they are private, public, physical, or moral persons.
- Not making any copies of this data unless necessary for the performance of our obligations.
- Taking all appropriate measures to prevent the misuse or fraudulent use of this data.
- Taking all measures in accordance with regulations to preserve the security of this data.
- Ensuring to the best of our abilities, that only secure means of communication will be used to transfer this data.