

# PRIVACY POLICY

## Christine Cellier-Clarke (Trade name "Cocoon Therapies")

### ARTICLE 1 : PRÉAMBULE

This confidentiality policy applies to the company Christine Cellier-Clarke (Trade name Cocoon Therapies) whose head office remains at 21, avenue des baumes 26000 Valence France and registered in the RCS Romans commercial register under number 789 109 378.

The purpose of this confidentiality policy is to expose users of Christine Cellier-Clarke (Trade name Cocoon Therapies) to:

- The way in which their personal data are collected and processed. All data that could identify a user should be considered as personal data. These include first and last name, age, postal address, email address, telephone number, location of the user or their IP address.
- What are the rights of users regarding this data;
- Who is responsible for the processing of personal data collected and processed;
- To whom this data is transmitted;
- the website policy regarding "cookie" files.

This privacy policy of Christine Cellier-Clarke (Trade name Cocoon Therapies) may supplement the legal notices, the General Conditions of Sale and the General Conditions of Use which users can consult at the address below:

[www.cocoontherapies.fr](http://www.cocoontherapies.fr)

## ARTICLE 2: GENERAL PRINCIPLES IN THE MATTER OF DATA COLLECTION AND PROCESSING

In accordance with the provisions of article 5 of European Regulation 2016/679, the collection and processing of data from site users respect the following principles:

- Legality, loyalty and transparency: data can only be collected and processed with the consent of the user who owns the data. Whenever personal data is collected, the user will be informed that his data is collected, and for what reasons his data is collected;
- Limited purposes: the collection and processing of data is carried out to meet one or more objectives determined in these general conditions of use;
- Minimization of data collection and processing: only the data necessary for the proper execution of the objectives pursued by the site are collected;
- Storage of data reduced in time: the data is kept for a limited period, of which the user is informed. If the shelf life cannot be communicated to the user;
- Integrity and confidentiality of the data collected and processed: the data controller undertakes to guarantee the integrity and confidentiality of the data collected.

In order to be lawful, and in accordance with the requirements of Article 6 of European Regulation 2016/679, the collection and processing of personal data may only take place if they meet at least one of the conditions below. after listed:

- The user has expressly consented to the processing;
- Processing is necessary for the proper performance of a contract;
- The processing meets a legal obligation;
- The processing is explained by a necessity linked to the safeguarding of the vital interests of the data subject or of another natural person;
- The processing can be explained by a necessity linked to the execution of a mission of public interest or which relates to the exercise of public authority;
- The processing and collection of personal data is necessary for the purposes of the legitimate and private interests pursued by the controller or by a third party.

## **ARTICLE 3: PERSONAL DATA COLLECTED AND PROCESSED**

### **A. COLLECTED AND PROCESSED DATA AND METHOD OF COLLECTION**

Personal data may be collected by Christine Cellier-Clarke (Trade name Cocoon Therapies) on the following media:

mail, contact form, telephone, social networks.

The personal data collected by Christine Cellier-Clarke (Trade name Cocoon Therapies) are as follows:

surname, first name, postal address, email, telephone, products purchased, date of order.

This data is collected when the user:

- The user ticks the ticked boxes informing him of the privacy policy and the data processing register on the website.
- The user ticks the ticked boxes informing him of the privacy policy and the data processing register on a "contact" card
- The user accepts the general conditions of sale referring to the confidentiality policy.
- The user enters his information on paypal or Izettle.

#### **Purpose of data processing**

Data collection and processing serve the following purposes:

client prospecting, client activity (post) and statistics

#### **Data retention period**

The data controller will keep all of the data collected in his (computer or non-computer) systems of the company Christine Cellier-Clarke (Trade name Cocoon Therapies) and under reasonable security conditions for a period of:

- 1 year for prospects
- 10 years for customers
- 1 year for statistics

## **B. TRANSMISSION OF DATA TO THIRD PARTIES**

Personal data collected by the company Christine Cellier-Clarke (Trade name Cocoon Therapies) is not transmitted to any third party, and is only processed by the site editor.

## **C. HOSTING AND STORAGE OF DATA**

The data collected is hosted and stored on:

- Online hosting
- Paypal by Paypal
- In paper files stored on the premises of Christine Cellier-Clarke (Trade name Cocoon Therapies)

The site [www.cocoontherapies.fr](http://www.cocoontherapies.fr) is hosted by: Sitemaker Limited trading as Moonfruit a company registered in England under number 3871424, whose head office is located at the following address: 3 Forbury Place, Forbury Road, Reading, Berkshire, England , RG1 3YL

<https://www.moonfruit.com>

The host can be contacted at the following telephone number: (Awaiting response from Moonfruit)

The data collected and processed by the site are exclusively hosted and processed in France.

## **ARTICLE 4: PERSON RESPONSIBLE FOR DATA PROCESSING AND DATA PROTECTION**

### **A. THE PERSON RESPONSIBLE FOR DATA PROCESSING**

The person responsible for processing personal data is: Christine Cellier-Clarke (Trade name Cocoon Therapies). She can be contacted as follows:

Phone: 0619907118

mail: christine.clarke87@hotmail.co.uk

The data controller is responsible for determining the purposes and the means used for the processing of personal data.

### **B. OBLIGATIONS OF THE DATA PROCESSING MANAGER**

The controller undertakes to protect the personal data collected, not to transmit it to third parties without the user being informed and to respect the purposes for which these data were collected. The website has an SSL certificate to ensure that the information and data transfer passing through the site are secure. An SSL certificate ("Secure Socket Layer" Certificate) aims to secure the data exchanged between the user and the site. In addition, the data controller undertakes to notify the user in the event of rectification or deletion of the data, unless this entails disproportionate formalities, costs and procedures for him. In the event that the integrity, confidentiality or security of the user's personal data is compromised, the controller undertakes to inform the user by any means.

### **C. THE DATA PROTECTION OFFICER**

In addition, the user is informed that the following person has been appointed Data Protection Officer: Christine Cellier-Clarke

The role of the Data Protection Officer and ensuring the proper implementation of national and supranational provisions relating to the collection and processing of personal data. It is sometimes called DPO (for Data Protection Officer).

The data protection officer can be reached as follows:

- DPO number: DPO679225
- Phone: 0619907118
- mail: christine.clarke87@hotmail.co.uk

## **ARTICLE 5: RIGHTS OF THE USER**

In accordance with the regulations concerning the processing of personal data, the user has the rights listed below.

In order for the data controller to grant his request, the user must communicate to him: his first and last name as well as his e-mail address, and if applicable, his account number or personal space or subscriber.

The data controller is required to respond to the user within a maximum of 30 (thirty) days.

### **A. PRESENTATION OF THE RIGHTS OF THE USER IN THE MATTER OF DATA COLLECTION AND PROCESSING**

#### **a. Right of access, rectification and right to erasure**

The user can read, update, modify or request the deletion of data concerning him, by respecting the procedure set out below: For all procedures, we invite users to contact the DPO by email: [Christine.clarke87@hotmail.co.uk](mailto:Christine.clarke87@hotmail.co.uk)

The DPO will intervene within a maximum of 30 days.

If he has one, the user has the right to request the deletion of his personal space by following the following procedure:

For all procedures, we invite users to contact the DPO by email: [christine.clarke87@hotmail.co.uk](mailto:christine.clarke87@hotmail.co.uk)

The DPO will intervene within a maximum of 30 days.

#### **b. Right to data portability**

The user has the right to request the portability of his personal data, held by the site, to another site, by complying with the following procedure:

For all procedures, we invite users to contact the DPO by email: [christine.clarke87@hotmail.co.uk](mailto:christine.clarke87@hotmail.co.uk)

The DPO will intervene within a maximum of 30 days.

The portability of this data is free and will be provided in a structured and commonly used format that can be read by computers.

However due to the costs of implementing these procedures, in the event of abusive and repetitive requests (more than twice a year), Christine Cellier-Clarke may either require a payment of € 30.00 including tax or refuse to act on the requests. The provision of this data is made exclusively by email. In the event of a request for supply on another medium, costs may apply.

### ***c. Right to limit and oppose data processing***

The user has the right to request the limitation or to oppose the processing of his data by the site, without the site being able to refuse, except to demonstrate the existence of legitimate and compelling reasons, which may prevail over the interests and user rights and freedoms.

In order to request the limitation of the processing of their data or to object to the processing of their data, the user must follow the following procedure:

For all procedures, we invite users to contact the DPO by email:

[christine.clarke87@hotmail.co.uk](mailto:christine.clarke87@hotmail.co.uk)

The DPO will intervene within a maximum of 30 days.

### ***d. Right not to be subject to a decision based exclusively on an automated process***

In accordance with the provisions of regulation 2016/679, the user has the right not to be the subject of a decision based exclusively on an automated process if the decision produces legal effects concerning him, or significantly affects him. similar way.

### ***e. Right to determine the fate of data after death***

The user is reminded that he can organize what should become of his data collected and processed if he dies, in accordance with law n ° 2016-1321 of October 7, 2016.

#### **f. Right to seize the competent supervisory authority**

In the event that the data controller decides not to respond to the user's request, and the user wishes to contest this decision, or, if he thinks that one of the rights listed above, he is entitled to seize the CNIL (National Commission for Information Technology and Liberties, <https://www.cnil.fr>) or any competent judge.

### **B. PERSONAL DATA OF MINOR PEOPLE**

In accordance with the provisions of article 8 of European regulation 2016/679 and the Data Protection Act, only minors aged 16 or over can consent to the processing of their personal data.

If the user is a minor under the age of 16, the agreement of a legal representative will be required so that personal data can be collected and processed.

The publisher of the site reserves the right to verify by any means that the user is over the age of 16, or that he has obtained the agreement of a legal representative before browsing the site.

### **ARTICLE 6: USE OF "COOKIES" FILES**

The site may use "cookie" techniques.

A "cookie" is a small file (less than 4 KB), stored by the site on the user's hard drive, containing information relating to the browsing habits of the user.

These files allow it to process statistics and information on traffic, facilitate navigation and improve the service for the comfort of the user.



For the use of "cookie" files involving the storage and analysis of personal data, the user's consent is necessarily required.

This user consent is considered valid for a maximum of 13 (thirteen) months. At the end of this period, the site will again ask the user's authorization to save "cookie" files on his hard drive.

#### ***a. User opposition to the use of "cookie" files by the site***

It is brought to the attention of the user that he can oppose the registration of these "cookie" files by configuring his navigation software.

For information, the user can find at the following addresses the steps to follow in order to configure their navigation software to oppose the registration of "cookie" files:

- Chrome: <https://support.google.com/accounts/answer/61416?hl=en>
- Firefox: <https://support.mozilla.org/fr/kb/enable-and-disable-cookies-website-preferences>
- Safari: <http://www.apple.com/legal/privacy/fr-ww/>
- Internet Explorer: <https://support.microsoft.com/fr-fr/help/17442/windows-internet-explorer-delete-manage-cookies>
- Opera: <http://www.opera.com/help/tutorials/security/cookies/>

In the event that the user decides to deactivate the "cookie" files, he can continue to browse the site. However, any malfunction of the site caused by this manipulation could not be considered to be due to the publisher of the site.

## **b. Description of the "cookie" files used by the site**

The site editor draws the user's attention to the fact that the following cookies are used when browsing:

- [www.cocoontherapies.fr](http://www.cocoontherapies.fr)
- [youtube.com](https://www.youtube.com)

## **ARTICLE 7: CONDITIONS FOR MODIFYING THE PRIVACY POLICY**

This privacy policy can be consulted at any time at the address indicated below:

[www.cocoontherapies.fr](http://www.cocoontherapies.fr)

The publisher of the confidentiality policy reserves the right to modify it in order to guarantee its conformity with the law in force.

Consequently, the user is invited to regularly consult this privacy policy in order to keep informed of the latest changes that will be made to it.

However, in the event of a substantial modification of this policy, the user will be informed as follows:

Sending an informative email on the evolution of the privacy policy to all the email addresses included in the data processing.

The user is informed that the last update of this privacy policy took place on:

24/01/2020

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## **ARTICLE 8: ACCEPTANCE BY THE USER OF THE PRIVACY POLICY**

By collaborating, contacting or working with the company Christine Cellier-Clarke (Trade name Cocoon Therapies) and by browsing the site, the user certifies having read and understood this privacy policy and accepts the conditions, with regard to more particularly the collection and processing of his personal data, as well as the use of "cookie" files if it exists.

## ARTICLE 9: DATA PROCESSING REGISTER

The General Data Protection Regulations impose the establishment of a data processing register complementary to the privacy policy.

The data processing register indicates the purposes of processing personal data but also:

- The people concerned
- Data retention periods
- Recipients and recipient access reasons
- Storage media
- Security measures
- Information of the persons concerned.

The data processing register can be consulted at any time at the address indicated below:

[www.cocoontherapies.fr](http://www.cocoontherapies.fr)