Amurabi Client Privacy Notice

Last updated: October 17, 2023

Welcome to the Amurabi Client Privacy Notice *("Privacy Notice")*. **It defines and controls how Amurabi S.A.S.** *("We", "Us", "Our", "Amurabi")* **handles the personal data collected from its clients** *("You", "Your")* while working together on a project based on a signed Letter of Engagement.

Amurabi S.A.S., a French simplified joint stock company (société par actions simplifiée) defined as **SPI under the Portfolio, 75008 Paris**, the company registry under number **838 983 385**, and officially represented by our Founder, CEO, and Data Protection Officer, **Marie Poirel-Sarlin**.

Before we get started...

This Privacy Notice goes hand in hand with Our **Terms & Conditions** and the **Letter of Engagement** We sign with You. Just like We help make client legal documents more accessible, We walk the talk with Our own documents - **You won't find any legalese or jargon here.**

For more information

If you would like to learn more about how We handle personal data in our business on Our website, check out **Our Privacy Policy** and **Cookie Management** page.

We believe data privacy is a fundamental right... in fact, it's at the core of everything We do. So we are particularly committed to properly taking care of the personal data We collect, protecting data rights, and following the **European Union's General Data Protection Regulation** *("GDPR")* of 27 April 2016 and other applicable personal data legislation.

I. What do We collect and why?

We collect the following information, known as *"Personal Data"* in this Privacy Notice, from You (including any members of Your Team We work with on the project):

- Company name
- First and last name
- Professional title
- Professional contact details (email, phone number, office address, etc.)

We process this Personal Data out of necessity in order to create a project and perform Our contract with You. This includes project complete, follow-up and collecting feedback afterward - We want to know how a project ends up even after Our part is done.

We appreciate the chance to work with You and want to continue collaborating afterward, which is why **We also process this Personal Data based on Our legitimate business interests in client and project management, business insight, and marketing.**

Remember

We collect and process Your Personal Data so that We can complete Your project and keep making the law more accessible with each project together.

II. How do We collect and use Your Personal Data?

We only collect and process Personal Data that You directly share with Us. That's it. We do not indirectly gather, receive, or process any other Personal Data from any other source for a project.

We will use Your Personal Data in order to:

- enter into and carry out Our contract with You, including post-project follow-up;
- keep You up to date regarding Our services, products, and special offers We think You might like; and
- comply with applicable legal obligations.

Important note

If You ever want to opt out of Our marketing communications, it's simple: just let Us know by clicking *Opt-out* **.** We will then stop sending You marketing communications as soon as possible, but no later than 2 weeks after receiving Your request.

III. Will We share Your Personal Data?

Your Personal Data is strictly for Our use. We will never sell Your Personal Data and will only share it with Our trusted subcontractors or service providers when necessary, who will be obligated to keep it secure, too.

better deliverables
happy clients and users

As an innovation agency, efficient internal systems and tools are essential to creating better, sustainable deliverables. For example, We will share Your Personal Data with Effy, who hosts Our Customer Relationship Management system *("CRM")*, or when We hire a subcontractor to help with our client projects.

Rest assured: We will only share Your Personal Data when absolutely necessary, and always ensure that Our sub-processors and subcontractors are vetted and held to appropriate standards of protection under the GDPR and applicable data protection law, which are consistent with Our own commitments and obligations towards You. We will only share Your Personal Data with companies within the European Union whenever possible, but, if an international transfer is necessary, We will enter into appropriate data transfer agreements to make sure Your Personal Data is as protected outside the EU as it is inside.

Our sub-processors

- **Google Cloud France SARL**, a French company, which hosts Our Google Workspace environment;
- **Dash Business**, a French company, which provides Our internal communication platform;
- **Effy SA**, a French company, which hosts Our CRM;
- **Notion Labs Inc.**, a US company, which provides document management tools, fully substituted the European Commission's Standard Contractual Clauses.

If this list changes, We will let You know at least 30 days before the change happens.

IV. How do We store and protect Your Personal Data?

We treat Your Personal Data like We treat Our own. We securely store Your Personal Data using modern state of the art software, and make sure all subprocessors and subcontractors do the same.

For example, We may store Your Personal Data in Our document and client management systems or Our internal communication platform.

For more information

If you would like to learn more about How Your Personal Data is specifically protected, check out the following links:

- Notion
- Google
- Dash
- Effy

V. How long do We keep Your Personal Data?

We will process Your Personal Data for the duration of Your project or contract with Us, and then for 5 years following the end of the project. Your Personal Data will then be deleted unless You give new consent beforehand. We work with You on another project, or required by applicable law.

The end of a project is the date You approve and fully accept the final deliverable(s).

VI. What are Your data protection rights?

You have the following rights regarding Your Personal Data, depending on the specific circumstances and applicable law:

Right to be informed	Your right to know what Data We have related to You and on what legal basis.
Right to access	Your right to access and be provided with a copy of the Data We have related to you.
Right to rectify	Your right to have Your Data corrected if it is wrong or incomplete.
Right to restrict	Your right to limit or stop how We use Your Data. *If You restrict processing, We can still store the Data, but cannot use it further.*
Right to data portability	Your right to retrieve Your data to easily transfer it to another location.
Right to erase	Your right to have Your Data erased, except if there are competing reasons for Us to keep it, like following applicable law.
Right to object or withdraw consent	Your right to take back Your consent or object to how We process Your Data.
Right to decide against automated processing	Your right to deny the use of Your Data for automated processing and decision-making, like profiling. *To be clear, We do not practice any automated decision-making with Your Data - no profiling, no algorithm, nothing. But We want to make sure You are aware of each of Your rights.*
Right to complain	Your right to complain to Us or Your country's data privacy authority, such as the **CNIL** in France, if You do not agree with how We handle Your Data or address Your concerns.

If You want to learn more or exercise Your rights, just send Us an email at privacy@amurabi.eu

VII. What about our website and cookies?

To be clear, **this Privacy Notice applies to Our clients with which We are working with on a project** that was agreed to in a signed Letter of Engagement. It does not apply to any data gathered on Our website, which is covered by Our **Privacy Policy**.

We also do not use any cookies in the context of Our projects. For more information on the cookies We use on Our website, which is based completely on EU recommendations, check out Our page on **Cookie Management**.

VIII. How can You reach Us?

Still have questions or want to know more about anything in this Privacy Notice or how We handle Your Personal Data? We would love to hear from You. Feel free to reach out and We will be happy to help however We can. We can be reached:

by email at **privacy@amurabi.eu**, or

by mail at **18 Rue de Calais, 75009 Paris, France**

amurabi
legal innovation by design