[PUBLIC DOCUMENT]

MEROX: Confidentiality Policy - Application (v1.0 - 2024)

Contents

1. Introduction

1.1. **Commitment.** Confidentiality is of the utmost importance to us. Merox undertakes to protect this confidentiality as far as possible, to use as little personal data as possible, and to detail its use and necessity.

1.2. **Consent.** By using our application, you consent to the use of cookies by Merox for this and any future use of the application.

1.3. **Policy update.** This policy may be updated in the future. If you wish to be kept informed of any changes, you may contact us at any time at the following address: mailto:dpo@merox.io.

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2. Collecting informations

The following types of personal information may be collected, stored and used

2.1. Information about your computer, including your IP address, geographic location, browser type and version, and operating system;

2.2. Information about your visits to and use of this website including the referring source, length of visit, pages viewed, and website navigation paths;

2.3. Information such as e-mail address;

2.4. If enabled and used by the customer, the content of DMARC RUF reports.

2.5. Information you enter when using our website services;

2.6. Information generated when you use our site, including when, how often and under what circumstances you use it;

2.7. Information contained in any communications you send to us by e-mail or on our website, including their content and metadata;

2.8. Any other personal information you provide to us.

Before disclosing personal information about another person to us, you must obtain that person's consent to the disclosure and processing of that personal information under the terms of this policy.

3. Use of your personal data

3.1. **Email.** The email address is used by Merox as a connection identifier, allowing non-repudiation of modifications and access to sensitive information. This address may also be used to send you a newsletter. You can unsubscribe this newsletter with the link provided inside or by sending a request to mailto:dpo@merox.io.

3.2. **DMARC RUF reports**. These reports are only used and processed by Merox if you request them (by modifying your DNS to activate reception). These reports are subject to special processing and encryption so that only authorized user accounts of your tenant can access them. Merox teams do not have access to this information, unless expressly authorized by you through the creation of a user account.

3.3. **IP address.** The IP address is used for purposes of non-repudiation, but also for security in the context of blocking access by IP address that may be requested on the customer's tenant.

3.4. **Usage data.** Platform usage data, such as, but not limited to, the following list: pages visited, their duration, frequency, browser type and version. This data is used solely for the purposes of analysis and continuous improvement of the platform by our teams, produced in order to offer the best possible experience to all our customers and to improve the comfort of use of the platform.

4. Duration of data retention

4.1. **Email.** Email addresses are kept in the platform until the user account is deleted by a customer administrator, by deletion of the tenant at the customer's request, by request to mailto:dpo@merox.io or after 1 year of non-use of the account.

4.2. **DMARC RUF reports**. DMARC RUF reports, like all Merox dated data, are deleted after 1 year, or by express request to mailto:dpo@merox.io.

4.3. **IP address.** As all Merox dated data are deleted after 1 year, or upon express request to mailto:dpo@merox.io.

4.4. **Usage data**. As all Merox dated data is deleted after 1 year, or upon express request to mailto:dpo@merox.io.

5. Location of data processing and storage

All processing carried out by Merox takes place in HDS-certified data centers in France.

More details on the datacenter website: https://azure.microsoft.com/fr-fr/explore/global-infrastructure/geographies/#geographies

5. Location of data processing and storage