

Privacy Notice

e-MFP's compliance to the EU General Data Protection Regulation (GDPR)

1. Personal data collected by e-MFP

e-MFP will collect your name, job function, email address, phone number, IP address and postal address.

Additionally, for consultants: bank details

Additionally, for employees: civil and bank details

When you are asked to provide personal data, you may decline. If you choose not to provide data that is necessary to provide the service e-MFP offers, we may not be able to deliver the service.

2. Processing of your personal data by e-MFP

In accordance with the applicable Luxembourg data protection law and the Regulation n°2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter collectively referred to as "**Data Protection Law**"), e-MFP will process your personal data as data controller as part of your use of our website or any other interaction with us.

Your personal data is collected and processed by e-MFP to perform a contract entered into with you or take pre-contractual steps at your request, for its legitimate interests and/or to comply with any legal or regulatory obligation imposed on e-MFP. In particular, your personal data is collected and processed for the purpose of our legitimate interests, such as:

- operating, maintaining, improving and promoting our website;
- enabling you to access and use our website and for the provision of client support;
- managing our relationship with you; and
- disseminating information, sharing knowledge and promoting news of the sector or for the purpose of our internal activities such as administrative matters and logistics of our events.

3. Storage of your personal data

e-MFP takes reasonable and appropriate technical and organisational security measures to store your personal data in secure databases or systems with restricted access and protect them against loss, accidental or intentional misuse, alteration, destruction and access by unauthorised persons.

Please kindly note that some of the databases or systems used by e-MFP for mailing services and storage systems may be hosted and/or maintained by third party service providers located inside or outside of the European Union.

Your personal data will only be disclosed to such service suppliers if we have deemed, that such service providers offer appropriate guarantees regarding confidentiality, security and protection of your personal data.

4. Personal data retention policy – Limit of conservation of personal data, anonymization or deletion

e-MFP will only retain your personal data:

- For as long as it is necessary for the purpose for which it was intended, subject always to the legal periods of limitation;
- For the purposes of fulfilling a contractual obligation with you or the organisation that you represent and, therefore, legitimate business purposes;
- For as long as required or permitted by law.

5. Your rights under the Data Protection Law

e-MFP seeks to ensure that you are able to exercise your rights at any time. We will address any request within the limits of our technical and organizational means.

a. Right to access, correct and request the deletion of your personal data

You can review the data we hold, collect and process about you by contacting us at contact@e-mfp.eu

You have the right to update your personal data we hold, collect and process should it be inaccurate or incomplete, by contacting us at contact@e-mfp.eu

b. Right to fill in a complaint to the CNPD

You have the right to lodge a complaint with the CNPD - Commission Nationale pour la Protection des Données, Service des Réclamations, 1, avenue du Rock'n'Roll, L-4361 Esch-sur-Alzette or when you reside in another EU member state, with your local data protection supervisory authority. when you believe that your personal data is being processed in a way that does not comply with the Data Protection Law.

c. Right to be forgotten

If at any time you decide you do not want us to retain any personal data we collected from you, please contact us at contact@e-mfp.eu. We will take reasonable measures to comply with your request in accordance with applicable laws.

d. Right to object or to restrict the processing of your personal data

For any inquiry regarding the objection or the restriction of the processing of your personal data, please contact us at contact@e-mfp.eu.

e. Right to object processing for marketing purposes

You have the right to object to the processing of your personal data for marketing purposes. Please contact us at contact@e-mfp.eu.

6. Contact

Any queries or request related to the processing of your personal data should be sent to contact@e-mfp.eu.