

# Privacy Policy

The website (accessible via the URL mooc-fr.office365-training.com) and the Microsoft Teams Application Chatbot Adoption 365 (hereinafter referred to as “the Site or the platform or the Microsoft Teams Application”) is published by Mandarine Business School, a company incorporated under French law, registered within the Trade and Companies Register in LILLE METROPOLE and with SIRET number 501 728 752 00038. The company's registered office is located at 1 bis rue de Versailles 59650 Villeneuve d’Ascq, France.

The Site and the Microsoft Teams Application has been declared to the CNIL (French Data Protection Authority) under number 1895687.

This document defines the principles for processing personal data that the Site or the Microsoft Teams application collects from you, that you provide to the Site on the Site or that you provide to our business partners. Please read carefully this document setting out the Site's Personal Data Protection Policy in order to understand the Site's and Microsoft Teams Application’s practices regarding the processing of your personal data. By using this Site and/or using the services offered by the Site and the Microsoft Teams Application, you acknowledge that you have read the provisions of this Privacy Policy and authorize us to collect, use and transfer your Personal Data and User Data in accordance with these provisions. If you do not agree to the terms of this document, you may choose not to use this Site and the Microsoft Teams Application, and you may not provide Personal Data on the Site and the Microsoft Teams Application. This document forms an integral part of the Terms of Use of the Site. It is governed by and must be interpreted in accordance with French law. You agree to bring any dispute arising from the use of this Site before the courts of Lille.

## DEFINITIONS

**Consent:** a user's agreement to add their email address to a File to receive emails from the Site and/or its partners and the Microsoft Teams Application. Consent must be demonstrated by the decision to click on an "I agree" button, check a box or by a similar legal mechanism located on the registration or collection page.

**"Personal data":** data which enable, in any form whatsoever, directly or indirectly, the identification of the natural persons to whom they apply, whether the processing is carried out by a natural or legal person.

**"Opt in":** personal data that may be used by the entity that collected it to send promotional or commercial messages to the data subject.

**"Site":** means an app that can be accessed thru a web browser or a collaborative application such as Microsoft MICROSOFT TEAMS.

**"Microsoft Teams Application" :** means an app that can be accessed by Microsoft MICROSOFT TEAMS.

# PERSONAL DATA COLLECTION

The activity of the platform requires the submission of some personal information. The procedures for collecting and processing your personal data must therefore respect certain fundamental rights as to be true and transparent according to the DGPS. The DGPS now reinforces the rights and obligations of controllers, processors, data subjects and data recipients. The information collected include your name, company name, title, address, phone number and/or email address and other similar information provided. You may provide this personal information when you send comments, ask questions or request information to the Site, or after you have registered on the Site or completed your user profile. This request for information is completely optional and you have the possibility to refuse to provide it; However, in this case, the Site will not be able to respond to your request, or to receive or process your registration on the Site or your user profile.

Your personal data are collected:

- when you visit or register on the website or our partner websites;
- when you willingly agree to participate in communication actions or accept the subscription to exchange groups.

The Site also collects the following impersonal data for the purposes of management and proper use of its website:

- IP addresses with timestamps;
- cookies, local Flash data;
- the type of browser, operating system, destination URL that directed you to our site, date, time and history of your use of our services.

The site is committed to:

- Collect, process or store your personal data for the sole purpose of achieving the determined, legitimate and relevant purposes for which you have given your consent. The data we collect about you are adequate, relevant and limited to what is necessary.
- Store your personal data for a period of time limited to the purpose and nature of our processing operations,
- Ensure the confidentiality of your data by authorizing their disclosure only to recipients designated for processing or, to the extent permitted or required by law, to comply with any legal, regulatory, judicial or other requirement of a state authority, to detect, avoid or treat fraudulent activities, security breaches or any technical problems, or to protect against any imminent breach of the rights, property or security of the Site, its users or the public,
- Ensure your right to information by answering your questions about the processing of your data and by respecting your rights of access, rectification, deletion or opposition,
- Keep you informed of the technical measures taken to secure your personal data.



## PRIOR CONSENT

When navigate on the Site or use the Microsoft Teams application you have to accept with the popup feature the use of cookies . at any time you can modify your preferences.

## IP ADDRESSES AND COOKIES

The Site's web server automatically collects IP addresses and information about the use of the website and the Microsoft Teams Application (as well as certain other information such as the type of browser used and the operating system) from users of the Site. The Site may also track the use made by the user of the Site in order to measure the general activity of the Site, to analyze and improve the Site and to disclose aggregate statistics on the number of users.

The Site may use cookies to record its activity in order to manage the platform more efficiently and improve your use of it. Cookies are small text files sent to and stored on your computer that allow Web servers to recognize users' habits, facilitate their access to the sites and the Microsoft Teams application, and allow the sites to compile aggregate data that will improve the Site and its content. Cookies do not damage computers or files.

Cookies as such cannot be used to discover the identity of the user. If you do not want Site to have access to cookies, your browser allows you to refuse or disable the use of cookies. However, please note that cookies may be necessary to enable the Site to improve your use of the Site and the Microsoft Teams application. As the functionalities of each browser / Microsoft Teams are different, please refer to the "Help" section of your browser for more information on how to refuse or disable the use of cookies.

## STORAGE AND DATA PROCESSING

Your data will be treated confidentially and will not be passed on to any third party without your consent. In some cases, we may be required by law to disclose your data to investigating authorities. The transfer and communication of your data is carried out in accordance with the applicable law.

The Site and the Microsoft Teams Application will take all reasonable measures to ensure that your data are processed securely and in accordance with this Privacy Policy. Upon receipt of your information, the Site and the Microsoft Teams application will use strict procedures and security features to try to prevent unauthorized access. However, no method of transmission over the Internet or electronic storage is 100% secure. Therefore, we cannot guarantee their absolute safety. Your Personal Information will be stored by our platform and will be automatically deleted every 5 years in case of inactivity of the account.

## USE OF COLLECTED PERSONAL INFORMATION



The use of your data is also necessary for communication purposes in order to provide you with a support and assistance service that meets your expectations. With your consent, we use your data to keep you regularly informed of our news, tips, events and special actions, by email only.

In any event, the Site and the Microsoft Teams application uses the personally identifiable information you have provided for the purposes for which you have provided it. The Site collects data when you create an account on the Site and when you use some products and services. The Site may also receive your personal data from its business partners who must ensure that they are authorized to provide them to us.

The Site and the Microsoft Teams application may also use personally identifiable information to provide third parties to comply with legal orders and government requests, or, where necessary, to enable audit, compliance and corporate governance functions, where necessary to comply with these legal obligations; however, the Site and the Microsoft Teams application will not sell or disclose the personally identifiable information you have provided to third parties outside of its affiliates and related companies, or its respective agents or consultants who act in the name or on behalf of the platform and are subject to confidentiality obligations. These third parties are not allowed to use your personal data for commercial purposes.

## DATA ACCESS AND RECTIFICATION RIGHTS

You have the right to exercise your right to object to the Site's use of your personal data for commercial purposes. You may exercise your right to prevent such processing by unsubscribing from newsletters received by email. You may also exercise your right to object at any time by contacting the Site (see our contact details below).

This Site may at any time display links to or from our partners, advertisers and affiliated companies websites. If you click on a link to one of these sites, please note that they have their own privacy policies and that we will not take any responsibility for them. Please consult these privacy policies before transmitting any personal data to these sites.

The French law of 6 January 1978 on data protection ("Loi Informatique et Libertés") gives you the right to access your personal data and to edit them if they are not correct.

These access rights to your personal data are subject to the following rules:

- This is a strictly personal right, although it can be exercised through an authorized representative.
- The presentation of an official document proving your identity (in the case of a mandate, the representative must prove his/her identity and attach the original of the signed mandate).
- The exercise of the access rights does not depend on the existence of a legitimate reason.
- The access rights cover all data that concerns you.
- Information is shared in a complete, clear and understandable way.
- You are entitled to request a copy of the information, which may be invoiced to you, without exceeding the cost of reproduction.
- The response will be made within the legal time limit of a maximum of two months from receipt of the request.



The access and deletion rights may be exercised by mail or electronically by sending your request to the following address, attaching a photocopy of an identity document bearing your signature and indicating the return address for this communication.

Mandarine BS – mooc-en.Office 365-training.com  
Information Service  
1 bis rue de Versailles  
59650 VILLENEUVE D'ASCQ  
[support@mooc.office365-training.com](mailto:support@mooc.office365-training.com)

The domain of your platform is not allowed to display this content <https://www.cnil.fr/en>  
News

## CHILD PROTECTION

Users of the Site under the age of eighteen (18) are not authorized to share personal data or use public chat rooms without the consent of their parents or guardians.

If your children disclose personal data on the Site or in public discussion areas, they may potentially receive unsolicited messages from third parties. Consequently, it is your responsibility to ensure that they comply with the applicable Terms and Conditions of Use, to warn them about the sharing of personal data and to monitor their use of the Site. If you are concerned about your children's activities or privacy on our Sites, feel free to send us an email ([information@mandarine.academy](mailto:information@mandarine.academy)).

## AMENDMENTS TO THIS CHARTER

mooc-fr.office365-training.com and the Microsoft Teams application may update its Privacy Policy at any time. mooc-fr.office365-training.com and the Microsoft Teams application will notify you of significant changes in the processing of personally identifiable information by posting a notice on this Site. The Site and the Microsoft Teams application advises you to regularly consult its Personal Data Protection Policy.

Any amendment made to the Privacy Policy will take effect immediately upon notification by any means, such as a message posted on the Site's homepage and the Microsoft Teams application, an email or a regular mail. However, any amendment to the purposes of collection, use and disclosure of your personal data may only be implemented with your express prior consent or only to the extent permitted or prescribed by law.

Use of the Site and the Microsoft Teams application after these changes will be considered as acceptance of these changes, with the exception of any change in the purposes for which your personal data are collected, used or communicated. If you no longer wish to be bound by the terms of the amended Privacy Policy, you must immediately stop using the Site and the Microsoft Teams application.