

TunTrust Privacy Policy

Review

Rev	Date	Comment	Page
00	07 November 2018	1 st version	All pages

	Author	Verified by	Approved by
Entity :	TunTrust	Steering comity of Integrated Management System	TunTrust Board of Directors
Date :	23/07/2018	05/11/2018	07/11/2018

Privacy Policy

TunTrust uses its best endeavors to respect your privacy while you visit this website and understands just how important this is to you. To this end, we do our utmost to respect your privacy in connection with your use of this website.

The terms “TunTrust” or “we” or “our” or “us” refer to TunTrust, the entity acting as data controller in relation to the processing of your information on this website.

We shall take all necessary measures to ensure that the personal data we hold about you is processed correctly and lawfully. We shall also take all necessary steps to implement and comply with this Privacy Policy.

Collection and use of personal data:

We collect your personal data when you interact with us during the certificate application. Customers provide to TunTrust the following information about Individuals: your name, email address, phone number, address and any other personal data reasonably related to the conduct of TunTrust’s services.

Where Customers share personal information of Individuals with TunTrust, Customers represent that they have collected and processed such information in accordance with data protection laws, and that they have duly informed the Individuals that their personal information was provided to TunTrust. TunTrust will process such information following Customer instructions, as strictly necessary to provide the services contracted by Customer.

Processing purposes:

We will process your personal data on the basis of one or more of the following:

- the processing is necessary for the performance of a contract or for entering into a contract with you (e.g. by delivering you the ordered product or service);
- the processing is necessary for us to comply with a legal or regulatory obligation;
- the processing is necessary for our or a third party’s legitimate interests, for example:
 - when answering and managing any query from you;
 - providing you with the product, service or information requested; -sending you marketing email;

- improving the quality of our services and our website and generally managing our relationship with our customers;
- we may also combine the personal data collected with our data on your use of other TunTrust services in order to make you offers which better suit your requirements.

Data disclosure:

The personal data we collect shall not, in any circumstance, be passed on to third parties without your knowledge and/or consent (when such consent is legally required). To achieve the purposes described above, we may share with our sub-contractors, with our service providers which support us technically in the provision of our services, with public administrations and related bodies to the extent necessary for us to comply with any applicable laws and regulations.

All of our employees and sub-contractors who have access to your personal data are obliged to keep it confidential and secure. They shall have access only to the data they require in order to perform their tasks or obligations, unless otherwise provided by laws or regulations.

Your rights:

You have the following rights in relation to the processing of your personal data (subject to applicable requirements and exemptions):

- right to access the personal data held about you and receive additional information about how it is processed;
- right to rectify any inaccurate and incomplete personal data;
- right to delete your personal data from our systems in certain circumstances, e.g. where the personal data is no longer necessary in relation to the specified purposes;
- right to restrict the processing of your personal data in certain circumstances, e.g. where you contest its accuracy or object to processing;
- right to receive your personal data in an interoperable format, or have it directly transmitted to another organization;
- right to withdraw your consent at any time where the processing is based on your consent to the processing of personal data;
- right to object to the processing of your personal data, in certain circumstances and considering other regulatory requirements, in particular where we rely on legitimate interests; and
- right to lodge a complaint with the Tunisia Data Protection Authority (*Instance Nationale de Protection des Données Personnelles*).

To exercise these rights, you may make a request by contacting TunTrust's data protection officer at ndca.pki@tuntrust.tn. To prevent fraud, TunTrust reserves the right to carry out the necessary checks to verify your identity (for instance by asking you to authenticate using your TunTrust products) when making a request to exercise a right.

Data retention:

We retain your personal data only for as long as necessary for the relevant processing activity and/or for as long as it is necessary to comply with all relevant legal and regulatory requirements.

Security:

We take all reasonable steps to protect your personal data collected against loss, misuse, unauthorized access, disclosure, unauthorized alteration or unlawful destruction.

Property:

All of the content (photos, text, videos, etc.) available on the website, as well as the services offered, are the exclusive property of TunTrust and/or its partners. You may not reproduce, represent, market or use this content unless in circumstances permitted by law or duly authorized by TunTrust.

External links:

This website may feature links to websites which are not managed by TunTrust. These external links are for information purposes only. If you visit these websites, we recommend that you read their respective privacy policies carefully. We may not be held responsible for the confidentiality policies or content of these websites, or for the practices of their administrators.

Declaration:

By using this website, you declare being informed of and bound by the provisions of this Privacy Policy. When sending information via this site, you acknowledge that your data will be collected, used and disclosed pursuant to this Privacy Policy.

Amendments:

TunTrust reserves the right to amend this Privacy Policy. Any changes that we may make will be posted on this page and dated. The revised Privacy Policy will be effective immediately upon posting to our website. You accept to be bound by

such amendments and should thus visit this page periodically so as to be aware of the provisions to which you are bound.

Contact information:

For any questions about this Privacy Policy, you may contact our Data Protection Officer at: ndca.pki@tuntrust.tn.