**Document title: Website User Privacy Notice**

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Thank you for visiting the website of [ELE NAME], hereinafter “Eurofins”. Eurofins respects the privacy of all users of its website and ensures that the personal information received or provided by you is treated as confidential.

This Privacy Notice (together with our Privacy Policy) sets out the basis on which all personal data that Eurofins collects from you or that you provide to Eurofins and will be processed by Eurofins. Please read the following carefully to understand our views and practices regarding your personal data and how Eurofins will treat it.

# What information should you give Eurofins?

Some of our web pages or services require you to submit identifying information to Eurofins or signup for various accounts. When you do, we will ask for personal information such as your name, email address, telephone number, or financial details to store with your account.

If you do not agree to provide us with this information, you must not sign up for the various accounts and not provide the information requested.

# Why do we use information about you?

We may use the information we collect from our website for the following purposes:

* Contacting you in any means;
* Provide better services to all our website visitors so we can present our website, services and products to you in the most appropriate manner;
* Provide, administer and communicate with you about products, services, events, surveys and promotions by Eurofins or our affiliates (including by sending you marketing communications).
* Process, evaluate and respond to your requests (including quote requests, documentation requests, free tests requests ), inquiries and applications (including for volunteer testings);
* Create, administer and communicate with you about your account (including any purchases and payments);
* Giving you the possibility to attend seminars and trainings;
* Provide investor services;
* Verify your identity to ensure security for the other purposes listed here;
* Evaluate your interest in employment (including current or future job positions) and contact you regarding possible employment;
* Direct marketing (including newsletters);
* Entering into a business relationship with you;
* Following up
* [ADD PURPOSE IF OTHER RESULTING FROM THE FORM];
* Being able to make your rights described below exercisable.

We also may use personal information for additional purposes. We will identify these additional purposes at the time of collection.

# Which processing ground(s) do you rely upon for processing my personal information?

In order to process your personal data, we rely on:

1. our legitimate interests (not for sensitive data), being
   1. the recruiting of candidates to fill in any of our present or future job vacancies within one of the companies of the Eurofins group;
   2. prevention of fraud;
   3. direct marketing;
2. legal obligations; (regarding sensitive data, only legal obligations in the field of employment and social security law)
3. contract performance, including the continuous improvement of the services provided under such contracts;
4. the necessity for the establishment, exercise or defense of legal claims
5. your consent.

# If I give you my consent to process my personal information for a specific purpose, can I withdraw it afterwards?

Yes, you can withdraw your consent in full or in parts at any time.

# Who my personal information will be transferred to?

Your personal data might be transferred to any Eurofins affiliates (which can be found at <https://www.eurofins.com/>). We do not sell or otherwise disclose personal information about our website visitors to third parties except as described below.

* to trusted businesses or persons to process your personal information for us, based on our instructions and in compliance with our Web Privacy Policy and any other appropriate confidentiality and security measures;
* to service providers we have retained to perform services on our behalf. These service providers are contractually restricted from using or disclosing the information except as necessary to perform services on our behalf or to comply with legal requirements.
* to companies, organizations or individuals outside of Eurofins if we have a good reason to believe that access, use, preservation or disclosure of the information is reasonably necessary to:
  + enforce applicable Terms of Service, including investigation of potential violations
  + meet any applicable law, regulation, legal process or enforceable governmental request;
  + detect, prevent, or otherwise address fraud, security or technical issues;
  + protect against harm to the rights, property or safety of Eurofins, our users or the public as required or permitted by law.
  + To regulatory or law enforcement agencies if we believe in good faith that we are required by law to disclose it in connection with the detection of crime, the collection of taxes or duties, in order to comply with any applicable law or order of a court of competent jurisdiction, or in connection with legal proceedings
  + To third parties as part of a merger, acquisition or bankruptcy, in the event we sell or transfer all or a portion of our business or assets (including through bankruptcy).

# Will my information be transferred outside the European Union?

Your personal data might be transferred outside the EU in case one of the recipients stated above is located outside the EU and only to countries for which:

* the European Commission has issued an adequacy decision (which guarantees that an adequate level of protection of personal data is offered in that country);
* you have given explicit consent;
* standard contractual clauses have been adopted.

# Which rights do I have over my personal data?

You have the right to ask for:

* accessing your data;
* rectifying your data;
* the portability of the data you provided to us;
* objecting to the processing of your data;
* restricting the processing of your data;
* erasing your data.

You also have the right to complain to a supervisory authority in case these rights are not complied with.

# How long will you keep my data for?

Your personal data will be stored for a limited period of time, determined with regards to the necessity to keep them in order to serve the purposes for which they have been collected and processed, as listed above.

[List of examples of categories of data and relevant retention period to be provided once content of forms has been analysed and reasonable retention period determined accordingly].

[Examples:

* Contact details: x Years
* …]

# Who is the controller of my data?

Eurofins strives to ensure that information maintained about its website’s visitors is accurate, current and complete. If you have any questions regarding this Privacy Notice or if you wish to review, correct or delete your personal information, please contact us through our website or at:

The controller of any information obtained through this website is [ELE NAME].

[ELE NAME] can be contacted at the following:

Address: [insert ELE address]

Contact person details:

[ELE contact person]