

# CyberDoc Privacy Policy

CyberDoc is part of G.L-Security. This privacy policy will explain how our organisation uses the personal data we collect from you when you use CyberDoc.

*Topics :*

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- How will we use your data?
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## What data do we collect?

G.L-Security collects the following personal data referred as “Settings data” in the context of this document:

- Personal identification information (first name, last name)
- Email address
- Phone number (if 2FA by SMS is used)
- Information on the device currently used (name, OS and browser)

Beyond settings data, G.L-Security also receives the data you send to the application. That data can be of any type. That data is referred to as “Application data” in the context of this document.

## How do we collect your data?

You directly provide G.L-Security with most of the data we collect. We collect data and process data when you:

- Register on CyberDoc after filling out our register form
- Login on CyberDoc
- Activation 2FA by SMS
- Upload files to CyberDoc

G.L-Security may also receive your data indirectly from the following sources:

- Modify personal information in settings (first name, last name, email)
- Set the name of the currently used device

- Configuration 2FA by SMS (phone number)

## How will we use your data?

G.L-Security collects your settings data so that we can:

- Provide you with a personal space within CyberDoc
- Email you about recent development within the application
- Give you a way to recover personal documents safely
- Know the list of devices that access your account.

The application data collected from files you upload into the application are accessible by you, the individual you share them with and G.L-Security. The modification and suppression are up to you on any file you put on the application.

## How do we store your data?

CyberDoc data is securely stored and encrypted within a database stored on our server.

In accordance with the obligations of the “European Regulation on the Management of personal data” G.L-Security will keep the personal information on your account for a duration of three years maximum without renewal of consent from the user. Every thirteenth month CyberDoc will ask you to renew your consent form. If you have not approved or renewed the consent form in the last three years your data will be deleted without further warning.

## Sign data

The Sign feature exists to acknowledge a reading and approval of a document within the context of CyberDoc. It does not provide or endorse any of the legal basis endorsed by signature within the context of European union law on data protection.

## Share data

The Share feature of CyberDoc allows you to share a file with an outsider of the CyberDoc application or an existing user. G.L-Security is not responsible for any leak of Application data because of mishandling of this functionality.

## Securing your data

CyberDoc allows for a user to download a recovery file that will be used in case of password loss. This file can be obtained after the first login and afterward in the “settings- security” page. This file is a necessity to reinitialise your password. **If the recovery file is lost along with the password, you will lose access to your files. G.L-Security won’t be responsible for the loss of your document nor will be able to give you back your recovery file.**

CyberDoc uses a 2FA verification system to assure itself of the user’s identity, there is two different 2FA usable :

- **2FA App** : The user will use a 2FA application to generate a code
- **2FA SMS** : The user sets his or her phone number into the application and will receive a code via SMS

Along with the 2FA, CyberDoc will provide you multiple recuperation codes for the 2FA that you can use in case you lose access to the device you used as 2FA. Like the recovery file, you must keep them with you. You can also generate a new 2FA recuperation code in the “settings -> security” page of CyberDoc. **If the 2FA recuperation code is lost along with the 2FA device used, you will need to contact the support of G.L-Security to get your recuperation codes back.**

## What are your data protection rights?

G.L-Security would like to make sure you are fully aware of all your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request G.L-Security for copies of your personal data.

**The right to rectification** – You have the right to request that G.L-Security correct any information you believe is inaccurate. You also have the right to request G.L-Security to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that G.L-Security erase your personal data.

**The right to restrict processing** – You have the right to request that G.L-Security restrict the processing of your personal data.

**The right to object to processing** – You have the right to object to G.L-Security’s processing of your personal data.

**The right to data portability** – You have the right to request that G.L-Security transfer the data that we have collected to another organisation, or directly to you.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us by email: *[insert here]*

## Changes to our privacy policy

G.L-Security keeps its privacy policy under regular review and places any updates on this document. This privacy policy was last updated on 20 November 2020.

## How to contact us

If you have any questions about G.L-Security’s privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: *[insert here]*

Call us at : *[insert here]*

Send us a letter at : *[insert here]*