

Protection of personal data

- 1. The management of data collected by the SACD..... 2
 - You would like to become an SACD member:..... 2*
 - You are an author or a beneficiary, and you are already an SACD member:..... 2*
 - You are an author or a beneficiary, and you are already a member of a collective management organisation with which SACD has signed representation agreements:..... 3*
 - You are applying for a cultural action grant: 4*
 - You are applying to the SACD for social assistance:..... 4*
 - You wish to use one or more works from the SACD’s repertoire:..... 5*
 - You are using the SACD's services to deposit a work created by you (paper or e-dpo)..... 5*
 - You are a user of the SACD website and of services open to the public:..... 5*
 - You receive information, news and invitations from the SACD:..... 6*
 - You are applying for a position of employment with the SACD: 6*
- 2. What are your rights?..... 7
- 3. How does the SACD guarantee the security and confidentiality of your personal data? 8

The SACD attaches great importance to the protection of personal data. It is committed to ensuring that the collection and processing of your personal data complies with the General Data Protection Regulation (GDPR) of 27 April 2016 and the amended French Data Protection Act of 6 January 1978.

Personal data is any information that could be used to identify a natural person, either directly (e.g. family name, first name, address, etc.) or indirectly, in particular by reference to an identifier (e.g. such as the one you use to access an online service or your member space).

To protect your data, in particular in its capacity as **data controller**, the SACD implements a number of appropriate measures; these are specified in article 3 below.

Furthermore, your data is neither transferred nor granted to third parties, free of charge or for a fee; the SACD is a non-profit collective management organisation constituted as a non-trading company and does not make any commercial use of your data.

1. The management of data collected by the SACD

You would like to become an SACD member:

Reason for processing your data	<ul style="list-style-type: none"> - To manage your membership application - To enable the SACD to function in accordance with its Statutes - To generate anonymised data statistics as part of the SACD's annual review of memberships ("<i>Where are the women</i>", adult-education collection bodies, etc.)
Under what legal framework?	<ul style="list-style-type: none"> - The Statutes and Regulations to which you wish to adhere - The applicable legal and regulatory provisions (Intellectual Property Code, Social Security Code, etc.)
To where will your data be sent?	<ul style="list-style-type: none"> - The SACD's internal services
How long will your data be kept?	<ul style="list-style-type: none"> - For the entire duration of your SACD membership and the duration of your copyright protection

You are an author or a beneficiary, and you are already an SACD member:

Reason for processing your data	<ul style="list-style-type: none"> - To enable the SACD to carry out all its tasks for you, including, in particular, to collect and distribute your royalties - To access the services delivered by the SACD, in particular via your member space (my works, track my royalties, my mandates...). - To prepare anonymised data statistics for public and cultural institutions and for the SACD's annual review
Under what legal framework?	<ul style="list-style-type: none"> - The SACD's Statutes and Regulations - The applicable legal and regulatory provisions (Intellectual Property Code,

	<p>Social Security Code, etc.).</p> <ul style="list-style-type: none"> - The legitimate interest of the SACD in informing you of the tasks and actions it undertakes to protect and defend your author's rights, as well as to push news about the Society and about your SACD membership
To where will your data be sent?	<ul style="list-style-type: none"> - The SACD's internal services - Other collective management organisations inside and outside the European Union with which SACD has concluded representation agreements (<i>for more details, see "Services"... "All Services"... "Services for creators" of the English version of the SACD website</i>) - Tax and Social Security bodies - Certain regulated professions (lawyers, notaries, auditors, etc.) - Public and cultural institutions - SACD partners (Association Beaumarchais, Fondation Paul Milliet and the <i>Auteurs Solidaires</i> endowment fund) where the SACD has a seat on the board, SACD subsidiaries rendering services as required to carry out its tasks, as well as service providers intervening on behalf of the SACD (in particular the web partners)
How long will your data be kept?	<ul style="list-style-type: none"> - For the entire duration of your SACD membership and the duration of your copyright protection, to which is added, in the event of litigation, the duration of the term of limitation

You are an author or a beneficiary, and you are already a member of a collective management organisation with which SACD has signed representation agreements:

Reason for processing your data	<p>The SACD collects your data from other collective management organisations with which it has signed representation agreements, doing so for the following reasons:</p> <ul style="list-style-type: none"> - To collect your royalties in the SACD's territories of intervention - To distribute your royalties via your collective management organisation - To prepare the internal documentation for works to which you contribute - To bill your royalties
Data processed	<p>Identification data concerning you personally, identification data concerning your works and their exploitation, financial information concerning the collection and distribution of your royalties, information concerning unidentified works</p>
Under what legal framework?	<ul style="list-style-type: none"> - The representation agreement between the SACD and your collective management organisation - The applicable legal and regulatory provisions (Intellectual Property Code, etc.)
To where will your data be sent?	<ul style="list-style-type: none"> - The SACD's internal services - Certain regulated professions (lawyers, notaries, auditors, etc.) - Service providers acting on behalf of the SACD (including web partners)
How long will your data be	<ul style="list-style-type: none"> - For the duration of your copyright protection in the SACD's territories of intervention for the duration of your membership with the collective management organisation and of the representation agreement signed

kept?	with the SACD, to which is added, in the event of litigation, the duration of the term of limitation
-------	--

You are applying for a cultural action grant:

Reason for processing your data	<ul style="list-style-type: none"> - To pay out grant funds to successful applicants - To make social declarations to the competent public bodies - To carrying out reviews concerning the current state of artistic creation - To suggest to successful applicants who are not yet members that they become SACD members for the purpose of managing their author's rights
Under what legal framework?	<ul style="list-style-type: none"> - The legitimate interest of the SACD and the Association Beaumarchais-SACD's Statutes in verifying the eligibility of your application so as to forward all conforming applications to the concerned awarding body. - The grant agreement signed with the successful applicants - Legal obligations regarding social security
To where will your data be sent?	<ul style="list-style-type: none"> - The SACD's internal services - SACD Board of Directors - Association Beaumarchais-SACD Board of Directors - Juries constituted in accordance with the SACD and the Association Beaumarchais-SACD's Statutes - Tax and Social Security bodies
How long will your data be kept?	<ul style="list-style-type: none"> - For a period of five years

You are applying to the SACD for social assistance:

Reason for processing your data	<ul style="list-style-type: none"> - To assess your application for assistance and, if your application is successful, to transfer assistance funds to your bank account
Under what legal framework?	<ul style="list-style-type: none"> - Article 3.6 of the SACD's Statutes
To where will your data be sent?	<ul style="list-style-type: none"> - Authorised SACD staff - Members of the Social Committee - Payment agencies, especially any creditors
How long will your data be kept?	<ul style="list-style-type: none"> - Supporting documents are destroyed at the end of the support measure, or at most, within 2 years - Other elements are kept for 4 years from your most recent contact with the SACD in connection with your application

You wish to use one or more works from the SACD's repertoire:

Reason for processing your data	<ul style="list-style-type: none"> - To obtain the consent of the author(s) whose work(s) you would like to use, and to inform you of their response - To keep authors informed about the exploitation of their works
Under what legal framework?	<ul style="list-style-type: none"> - The SACD's Statutes and Regulations - The applicable legal and regulatory provisions (Intellectual Property Code, etc.) - The legitimate interest of the SACD in protecting and defending authors' rights
To where will your data be sent?	<ul style="list-style-type: none"> - The SACD's internal services - SACD author-members

You are using the SACD's services to deposit a work created by you (paper or e-dpo)

Reason for processing your data	<ul style="list-style-type: none"> - To creating your depositor account (e-dpo) - To manage the depositing of the work - To process any requests (note: via the e-dpo contact form)
Under what legal framework?	<ul style="list-style-type: none"> - The applicable general conditions - The legitimate interest of the SACD in providing any information and assistance in relation to the deposit service and in particular the e-dpo online deposit
To where will your data be sent?	<ul style="list-style-type: none"> - The SACD's internal services - Judicial officers if the actual material existence of your work needs to be asserted
How long will your data be kept?	<ul style="list-style-type: none"> - For the duration of the account (for the corresponding data for e-dpo) - For the duration of the first deposit and any subsequent successive renewals. On the date of expiry of the deposit (e-dpo), the data are kept for three months, and for one year following this date for data relating to invoices. Envelopes (paper deposits) are destroyed within one year of the expiry date of the deposit

You are a user of the SACD website and of services open to the public:

Reason for processing your data	<ul style="list-style-type: none"> - To respond to your requests for information or assistance
Under what legal framework?	<ul style="list-style-type: none"> - The legitimate interest of the SACD in responding to your requests within the framework of the tasks and actions it undertakes to protect and defend your author's rights
To where will your data be sent?	<ul style="list-style-type: none"> - The SACD's internal services

sent?	
How long will your data be kept?	- For 3 years after your most recent contact with the SACD

You receive information, news and invitations from the SACD:

Reason for processing your data	- To inform you of the tasks and actions the SACD undertakes to protect and defend your author's rights, as well as to give news about the SACD - To invite you to events organised by the SACD
Under what legal framework?	- The legitimate interest of the SACD in delivering information and engaging in dialogue about actions it carries out in favour of authors, in giving information concerning its relationship with its members, as well as in bringing together the professionals in those disciplines it represents
To where will your data be sent?	- The SACD's internal services

You are applying for a position of employment with the SACD:

Reason for processing your data	- To receive and assess your application - To file your application for a possible future employment
Under what legal framework?	- Any pre-hiring contractual measures - The legitimate interest of the SACD in building a database of CVs potentially suitable to fill vacancies within the SACD
To where will your data be sent?	- The Human Resources Department as well as, where appropriate, the Line Manager and Functional Manager concerned by the recruitment in question
How long will your data be kept?	- If your application is unsuccessful, it is immediately removed from the systems - If your application was unsuccessful in regards to a given vacancy but could be potentially suitable to fill a future vacancy, it is kept for 6 months after your most recent contact with the SACD - If your application is successful for a given vacancy, the related data is managed as per the SACD's IT and Digital Charter

All the fields marked with an "*" are mandatory. If you do not reply to one of these mandatory sections, the corresponding request cannot be processed.

2. What are your rights?

In accordance with the General Data Protection Regulation (GDPR) and with the amended French Data Protection Act of 6 January 1978, your **rights** are as follows:

- A right of access (and thus have confirmation of the processing of your data and, if necessary, obtain information concerning it)
- A right to rectification (to update your data)
- A right to erasure also known as the 'right to be forgotten' (and thus obtain deletion of your data in particular if inaccurate, incomplete or out of date)
- A right to restriction of processing (to request that your data not be used in the cases provided for by regulations)
- A right to object (for reasons relating to your particular situation, you may object to the processing of your data)
- A right to data portability (to receive, where applicable, any personal data you have provided in a structured, commonly used and machine-readable format, including for transmission to another data controller)
- A right to withdraw consent at any time (where consent has been obtained for processing)
- A right to set out instructions on what to do with your data after your death

To enforce your rights:

If you are an author-member or beneficiary, an author's representative or a user of the repertoire, you can go to "manage my profile" in your SACD member space and make any changes you wish to make.

If you are a non-member applicant for cultural action support, you can contact the Cultural Action Directorate at action_culturelle@sacd.fr.

If you are the author of a work already deposited with the SACD:

- And you are also the depositor:
 - from your Account (e-dpo), where you can change the following: EU VAT number (e.g., mistake made when creating your Account), your membership of an authors' society (e.g. in the event of a subsequent membership), language in which your Account is managed, your e-mail, your phone number, your postal address, your country of residence or your password,
 - By written request sent by email (administration@e-dpo.com for e-dpo and depot@sacd.fr for paper deposits) or by land mail (SACD - Direction Auteurs - Affaires Sociales – Utilisateurs, TSA 90046, 75437 PARIS CEDEX 9), where you can request to change the following: category and genre of your Work, the addition or removal of a co-author. In the latter case, include proof of ID as well as proof of ID for any co-authors of the Work concerned and their agreement to be added or removed.

- And you are not the depositor:
 - by email (administration@e-dpo.com for e-dpo and depot@sacd.fr for paper deposits) or by land mail (SACD - Direction Auteurs - Affaires Sociales - Utilisateurs /TSA 90046 /75437 PARIS CEDEX 9, France).

If you receive information, news or invitations from the SACD, you can unsubscribe at any time by clicking on the dedicated links in the emails you receive from the SACD and more generally exercise your rights at dircomtous@sacd.fr.

In any case, you can also address your request to our Data Protection Officer (DPO) who will forward it to the relevant service(s), if necessary:

- by post: SACD - DPO, 11 bis rue Ballu, 75009 Paris, France
- by email to dpo@sacd.fr

If there is any doubt about the identity of the person exercising his or her rights, additional information may be requested to confirm the identity.

- Should you experience any difficulties in exercising your rights, you may submit a complaint to the French Data Protection Agency (the 'CNIL').

3. How does the SACD guarantee the security and confidentiality of your personal data?

The SACD implements technical and organisational measures in accordance with the applicable regulations in order to ensure the protection and confidentiality of your personal data.

Some of the measures undertaken by the SACD to this end include hosting your data in secure data centres located in France; using only service providers, and in particular IT service providers, that comply with the regulations relating to personal data; deploying salient means to manage access to, and accreditations for, your data; and lastly, making sure that SACD staff receive proper training and constant reminders as to the crucial importance of the security and confidentiality of your personal data, with the recommendation that they consult the SACD's IT and Digital Charter should the need arise at any time. For your part, you are responsible for the confidentiality of the login and password that grants you to access the secure areas and services and which are **strictly personal to you**.

You agree to immediately notify the SACD of any unauthorised use of your login and/or password by contacting dpo@sacd.fr.