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LIST OF PROCESSINGS FOR WHICH SWIBECO SA ACTS AS DATA CONTROLLER

Processing	Categories of people concerned	Personal data used	Basis of treatment	The duration of the conservation
E-commerce orders management	User account	Billing address Delivery address Email Last name, first name Phone number(s) Transaction amounts Payment type (cash, cheques, vouchers) Order content	Legal obligation Provision of services in accordance with the T&Cs / Contract	Duration of the contractual relationship + 10 years
Transactional communications management	User account	Billing address Delivery address Expiration date Email address Gender Last name, first name Phone number(s) Order amount Lunch card balance Order content Date of company leaving Professional email Employer name, company, address	Provision of services in accordance with the T&Cs / Contract Legitimate interest of Swibeco	Duration of the contractual relationship + 120 days
Provision of user support	User account	Content of the request Copy of identity document (where necessary) Email Address Last name, first name Phone number(s) Transaction location Transaction amounts	Provision of services in accordance with the T&Cs / Contract	5 years from the date of the request
Request for access rights (paper)	User account	Copy of identity document (where necessary) Last name, first name Date of company leaving	Legal obligation Provision of services in accordance with the T&Cs / Contract	Immediate destruction of forms and copy of identity document
Payment in eCommerce	User account	IP origin Expiration date Card origin Bank card number (last 4 digits) Transaction ID	Legitimate interest of Swibeco	Contractual documents to be kept for 10 years

Processing	Categories of people concerned	Personal data used	Basis of treatment	The duration of the conservation
		Visa/Mastercard network		
Order/Replacement of the Swibeco Card	User account	Delivery address Email Gender Nationality Last name, first name Language	Legal obligation Provision of services in accordance with the T&Cs / Contract	Duration of the contractual relationship + 10 years
Management of contractual relationship with End User	User account	Billing address Email address Contractual data Recovery email Last name, first name Phone number(s)	Legal obligation	Contractual documents to be kept for 10 years
Multi Factor Authentication	User account	Recovery email Phone number(s)	Legitimate interest of Swibeco	Duration of the contractual relationship + 120 days
Profiling on users	User account	Delivery address Email Postal code, city Date of birth / Age Gender Minor / Adult Last name, first name Phone number(s) Country Order content Language Number of orders Title/Salutation Lifestyle habits and behaviours Leisure interests Number of children Family status IP address Logs, traces, cookies	Legitimate interest of Swibeco	Duration of the contractual relationship + 120 days
Completion of user's data by the user himself	Administrator account User account	Recovery email Address Gender Phone number(s) Language Professional email	Provision of services in accordance with the T&Cs / Contract	Duration of the contractual relationship + 120 days
Management of contractual relationships with clients	Administrator account Signatory	Contractual data Email Last name Phone number(s) First name	Legitimate interest of Swibeco Legal obligation	Contractual documents to be kept for 10 years
Monitoring of product usage	Administrator account User account	URL Connection and usage data Email Last name, first name Distributed amount Purchase and spending habits Order content Language Professional email Workplace Employer name, company, address	Legitimate interest of Swibeco	Duration of the contractual relationship + 120 days

Processing	Categories of people concerned	Personal data used	Basis of treatment	The duration of the conservation
Satisfaction studies	Administrator account User account Partner	Address Email Last name, first name Phone number(s) Language	Legitimate interest of Swibeco Consent of the data subject	Until objection or Duration of contractual relationship + 60 days
Maintenance of Swibeco and the quality of the services offered	Administrator account User account	Connection and usage data Billing address Delivery address Recovery email Gender Last name, first name Phone number(s) Professional email Connection and usage data Language	Provision of services in accordance with the T&Cs / Contract	For connection logs: 6 months prior to the last connection
Prevention actions and securing the Platform (Pentests, Security Audits, etc.)	Administrator account User account	Connection and usage data Billing address Delivery address Recovery email Gender Last name, first name Phone number(s) Language Professional email Connection and usage data	Provision of services in accordance with the T&Cs / Contract	For connection logs: 6 months prior to the last connection
Marketing campaigns	Administrator account User account	Email Address Last name, first name Phone number(s) Language	Legitimate interest of Swibeco Consent of the data subject	Until objection or duration of contractual relationship + 120 days
Lead Management	Prospects	Email Last name, first name Phone number(s)	Legitimate interest of Swibeco	2 years, renewed with each update
Satisfaction surveys	Administrator account User account Partner	IP address Connection and usage data Email Recovery email Address Last name, first name Phone number(s) Transaction amounts Payment type (cash, cheques, vouchers) Language Benefits and social advantages	Legitimate interest of Swibeco Consent of the data subject	2 years
Recording of conversations	Administrator account Prospects	Photos, videos and/or voice recordings	Consent of the data subject Provision of services in accordance with the T&Cs / Contract	6 months after recording
Prevention and fight against computer fraud, incl. spamming, hacking, etc.	Candidates Administrator account User account Suppliers Prospects	Connection and usage data	Legal obligation Legitimate interest of Swibeco	For connection logs: 6 months prior to the last connection

Processing	Categories of people concerned	Personal data used	Basis of treatment	The duration of the conservation
	Swibeco employees			
Supermarket budget transfert from Lunch	User account	Supermarket ticket	Provision of services in accordance with the T&Cs / Contract	Duration of the contractual relationship + 120 days
Compliance with our legal obligations or other legitimate interests, including our accounting and archiving	Candidates Administrator account User account Suppliers Prospects Swibeco employees	Identity data Financial and economic data Personal life data Professional data	Legal obligation	For the statutory period (in principle 10 years)