



As part of the use of the "Datalab" platform (Opendatasoft or ODS tool) of the Division Information, Veille et Archivage, and in accordance with personal data protection regulation, TotalEnergies Facilities Management Services as a subcontractor on behalf of your employer, processes your personal information (surname, first name, IGG, email address, connection logs) for the purpose of managing subscribers and tracking tool usage statistics, on the basis of legitimate interest.

The data collected to carry out the processing(s) mentioned above, are only communicated to the recipients authorized to receive them because of their functions, namely in particular: the administrators of the Opendatasoft tool within the Division Information, Veille et Archivage, TGITS Internal IT service providers, ODS editor, the hosts of Datacenter Production: AWS or Outscale and other ODS providers (Elastic Cloud, Datadog, Algolia).

Your data will be kept for a period strictly necessary for the ultimate purpose and will be deleted a maximum of two years after your last connection.

In accordance with current regulations, you have the right to access, correct, delete your data, to give post-mortem instructions and you can also request a restriction of processing.

To exercise your rights and question us about your personal data processing, **you can contact:** [gs.tfms-documentation@totalenergies.com](mailto:gs.tfms-documentation@totalenergies.com).

If you feel, after contacting us, that your rights have not been respected, you can lodge a complaint with the competent supervisory authority.

*Find out more about your data management and your rights ([Opendatasoft Privacy Policy](#))*