

How do I inform my contacts ?

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Regarding the purpose of the data processing, informing contacts is quite simple. To use the service, you must indicate the purpose of your request so that it can be understood (for example, arranging an appointment at the office). Your contact is therefore informed of the purpose of the processing of his data for this particular request.

Concerning the broader description of data treatment, you have the possibility of defining the data use in the signature of the email address which is addressed to your contacts (Julie's signature) by addressing the support team.

We advise you to add the following information to your e-signature, featured here in the format: information required followed by sample text:

Information	Examples
Purpose of the processing	Julie Desk is an artificial intelligence supervised by humans that organizes your appointments by email.
Restrictions on the confidentiality of data transferable to the service in accordance with your security policy (if applicable).	Please limit the information transmitted to the strictest information necessary to make an appointment. Do not include confidential or sensitive information.
Link to the privacy policy of your organization or that of Julie Desk which includes all necessary information on data processing	View Julie Desk Service Privacy Policy
Email address of the Data Protection Officer (DPO) or department concerned if applicable to your organization. If not,	If you have any questions regarding the processing of your data, please

contact points within Julie Desk are defined in the Julie Desk Privacy Policy. contact dpo@votreorganisation.com
