

## Data protection and Microsoft 365

While you use Microsoft 365, Microsoft and Vaudoise automatically process information about you.

### What information is collected by Microsoft and Vaudoise?

When you use Microsoft 365, information about your usage is collected, for example:

- session data, including operating errors and incompatibilities;
- system data, including username, computer, agent version;
- inventory and integrity data;
- hardware and software data, including Office version, latest updates, number of roll-outs;
- data about recently opened documents, including file name, format, location, size, etc.

You can find the complete list [on the Microsoft website](#).

### What do we use this information for?

This information contains personal data and is collected exclusively for the following purposes:

#### 1. Security

Keeping your working environment and Vaudoise data secure  
Detecting security breaches  
Protecting against the risks of malicious acts, data leakage and theft

#### 2. User support

Configuring and adjusting your applications  
Detecting and correcting bugs and errors

#### 3. Compliance and performance measures

Application compatibility test  
Understanding usage  
Ensuring compliance with governance rules  
Managing and monitoring licenses

Microsoft may also process information to provide you with a consistent personalized experience and to carry out its usual activities, such as developing its offerings, analyzing its performance, and diagnosing and resolving issues. You can find more information via the link above.

### Who accesses your data and how long is it stored for?

Vaudoise and Microsoft are the only parties who have access to your data. At Vaudoise, only a limited number of people, who have been trained in this area, have access to your data. Your data is stored for no longer than 180 days.

### How can you exercise your rights?

You can exercise your data protection rights [using this form](#).