

## PRIVACY POLICY

### INTRODUCTION

- This Privacy Policy will explain what we do with your personal data.
- It will also describe how we collect, use and process your personal data, and, in doing so, how we adhere to applicable legislation in order to protect your data. Your privacy is important to us and we are committed to protecting and safeguarding your right to privacy and your data.
- We would like to note that we may occasionally alter or amend this Privacy Policy. If you would like to stay informed of our most recent policies, we recommend that you visit this webpage regularly, as all alterations will be made here.

What type of personal data do we collect?

- **CLIENT DATA:** If you are an F.Caixaiero Lda client, we will need to collect and use information about you or other employees from your company in order to carry out our services. Types of information collected may include: names, email addresses, address, telephone nos. and tax nos.
- We also collect other data about you when you access our website. (For more information, see below).
- **WEBSITE USERS:** We collect a limited amount of data about our website users in order to help improve their experience when they use our website and in order to help us manage the services we provide. This data may include the way in which you use our website, the frequency with which you use our website, and the times at which our website is most popular.

Several elements of the personal data we collect about you are necessary in order for us to be able to comply with our contractual obligations, both with you and third parties. Other items of data may be necessary in order to guarantee that our relationship develops smoothly. Depending on the type of personal data concerned, and the reasons for which it may be processed, if you refuse to provide us with such data, we may not be able to fulfil our contractual obligations or, in extreme cases, we may be forced to dissolve our relationship.



## How do we collect your personal data?

- **CLIENT DATA:** We collect your data from you directly, granted that you consent in us doing so.
- We also collect certain data automatically or directly from you when you access our website, read or click on an email sent by us, once you have given your consent to us doing so.
- **WEBSITE USERS:** We collect your data automatically, through cookies, when you visit our website. You can manage your cookie settings in your browser. If you want to find out more about cookies, how we use them and the options available to you concerning cookies, please see below. We also collect data from you when you contact us via our website, for example when you use the email function. We will only collect your data once you have given your consent for us to do so.

## How do we use your personal data?

- **CLIENT DATA:** The main reason we use Client information is to ensure that the provisions of the contract entered into between us can be properly applied in order to ensure that our relationship develops smoothly. The more information we have, the more personalised our service can be.
- **WEBSITE USERS:** We use your data to help us improve your user experience on our website. One example may be to analyse your recent search history in order to help us show you something we think may be relevant to you.
- Please bear in mind that all communications with F.Caixaiero Lda, including emails, may be read as a part of internal investigations or litigation. In these cases, such analyses will always be carried out specifically for legal or judicial purposes.

## How do we protect your personal data?

- It is important to us to keep your personal information safe, which is why we apply the appropriate measures designed to prevent unauthorised access to and the misuse of your personal data.

## How long do we keep your personal data for?

- We will keep your data for the duration of our contractual relationship, and after that, if within a year we have not had any relevant contact with you, we will delete your personal data from our systems, unless we believe, in good faith, that we may be required to keep it by law, or any other regulation (for example, in connection to our obligations to the tax authorities or in connection with anticipated litigation).



How can you access, correct or erase the personal data you have provided us with?

- Right to object: If we are using your data because we believe it is legitimately necessary for us to do so and you do not agree, you have the right to object. We will respond to your request within 30 days (although in certain cases we may be allowed to extend this timeframe).
- Right to withdraw consent: If you have consented to us processing your personal data for certain purposes (for example, in order to draw up a proposal) or consented to us sending you marketing communications, you may withdraw your consent at any time.
- Right to rectification: You may ask us to amend, update or erase your data at any time. If you proceed with this request, we can comply with your request or, additionally, proceed with one of the following actions:
  - We may ask you to verify your identity or request more information about your request; and
  - Due to legal obligations, we may decline your request, but we will explain our reasons for doing so.
- Right to erasure: In certain situations, (for example, if we have unlawfully processed your data), you have the right to ask us to “erase” your personal data. We commit to responding to your request within 30 days (although in certain cases we may be allowed to extend this timeframe) and we will only fail to comply with you if certain limited conditions apply. If we agree to your request, we will delete your details, but we will generally assume that you would prefer us to keep a note of your name in our database of people who would rather not be contacted. This will reduce your chances of being contacted in the future if your data is collected in other, unrelated, circumstances. If you would rather we didn't keep any record of your personal data whatsoever, do specify when you lodge your request.
- Right to data portability: If you choose to do so, you have the right to transfer your data from us to another data controller. We will collaborate with this transfer, transferring your data directly to you or providing you with a copy in a format that can be read easily.
- Right to lodge a complaint with a supervisory authority: You also have the right to lodge a complaint with your local supervisory authority, whose data can be found here ([geral@cnpd.pt](mailto:geral@cnpd.pt)).
- If you wish to exercise any of these rights, you can find information on how to contact us at [www.fcaixeiro.pt](http://www.fcaixeiro.pt).
- It is important that the personal information we have about you is accurate and up to date. Please let us know if your personal information changes during the time in which we hold your data.



## COOKIE POLICY

### What is a cookie?

- A cookie is an information file that is stored on your computer's hard drive and records your use of a website, so that when you visit that website again, it remembers your preferences based on the information stored about the last time you visited the website. We may also use cookies to analyse traffic to our website and for advertising and marketing purposes.
- Cookies are used by almost all websites and do not harm your system. If you want to check or change the type of cookies you accept, you can usually do so in your browser settings.

### How do we use cookies?

- We use cookies to do two things:
  - To track your usage of our website. This allows us to understand how you use our website and track any patterns that arise individually or from larger groups, which will help us develop and improve our website and services in response to what our visitors want and need; and
  - To help us advertise jobs to you, that we think may be of interest to you. We hope this means that you have to spend less time going through endless pages, getting you to the job you're looking for much more quickly.
- Cookies are:
  - Session cookies: These are only stored on your computer during a specific web session. They are automatically deleted when you close your browser - they usually store an anonymous session ID allowing you to browse a website without having to log in to each page, but do not collect any information from your computer; or
  - Persistent Cookies: A persistent cookie is stored as a file on your computer and is kept even after you close your web browser. The cookie can be read by the website that created it when you visit that website again. We use persistent Google Analytics cookies and persistent cookies in order to personalise our website (see below).
- Cookies can be categorised as follows:
  - Strictly Necessary Cookies: These cookies are essential to enable you to use our website effectively, such as when applying for a job, and therefore cannot be deactivated. Without these cookies, the services available to you on our website cannot be provided. These cookies do not collect personal data about you that can then be used for marketing purposes or to remember where you have been on the Internet.



- Performance cookies: These cookies allow us to monitor and improve the performance of our website. For example, they allow us to count the number of visitors to our website, identify sources of traffic and see which parts of the website are the most popular.
- Performance Cookies: These cookies allow our website to remember the choices you make (such as your username, language or the region where you are) and provide enhanced functionality. For example, we may provide you with news or updates relevant to the services you use. These cookies may also be used to remember changes you have made to the text size, font, and other parts of the web pages you may customise. They can also be used to provide services you have requested, such as watching a video or commenting on a blog. The information these cookies collect is usually anonymised.
- Personalisation Cookies: These cookies help us advertise data about potential job opportunities that we think may be of interest to you. These cookies are persistent (as long as you register with us) and mean that when you log in or return to the website you may see job listings similar to the jobs you previously browsed.

### How to deactivate cookies

- If you do not wish to receive cookies that are not strictly necessary in order for our site to have basic functionality, you can opt out by changing your browser settings.
- Most browsers will accept cookies, but if you do not want us to collect data in this way you can choose to accept all or some of them or deactivate cookies in your browser privacy settings. However, deactivating all cookies means that you may not be able to fully enjoy all the features of our website. Each browser is different, so check your browser's "Help" menu to learn how to change your cookie preferences.
- For more general information about cookies, including how to disable them, go to [aboutcookies.org](http://aboutcookies.org). You will also find information on how to delete cookies from your computer.

### HOW TO CONTACT US

Rua do Vale Gordo, Moinhos da Barosa 2400-431 Barosa-Leiria

Telf. (00351) 244813883

[geral@fcaixeiro.pt](mailto:geral@fcaixeiro.pt)





## HOW TO CONTACT YOUR LOCAL SUPERVISORY AUTHORITY

The National Commission for Data Protection. You can contact the commission in the following ways:

- By telephone (+351) 213 928 400 / Private Line: +351 213 930 039
- By e-mail: [geral@cnpd.pt](mailto:geral@cnpd.pt)
- Via online information requests  
[https://www.cnpd.pt/bin/Duvidas/Duvidas\\_frm.aspx](https://www.cnpd.pt/bin/Duvidas/Duvidas_frm.aspx)
- Via online complaint submissions:  
[https://www.cnpd.pt/bin/Duvidas/Queixas\\_frm.aspx](https://www.cnpd.pt/bin/Duvidas/Queixas_frm.aspx)
- At their address: Rua de São Bento, nº 148-3º, 1200-821 Lisbon, Portugal
- Via fax: +351 213 976 832



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