

## 1. Scope

All holders of personal data defined under the GDPR (General Data Protection Regulation).

## 2. Responsibilities

- 2.1. The Data Protection Management Group (GGPD) is responsible for ensuring that this statement is available to all individuals before Edaetech begins the process of collecting and processing personal data.
- 2.2. All Edaetech employees who handle personal data are responsible for ensuring that this statement is an integral part of the Organisation's daily life with an emphasis on the security mechanisms and procedures in the processing of said data.

## 3. Privacy Statement

### 3.1. General Scope

Edaetech, a commercial company headquartered at the Industrial Zone of Fão – Pedreiras, Fão, Legal Entity no. 505 967 421, is registered at the Commercial Registry Office of Esposende, under the same number, with a share capital of € 750,000. Edaetech is responsible for this Statement. It covers the physical and logical channels, as well as other locations and/or websites that mention said statement.

Your privacy is important to us. This privacy statement explains what personal data Edaetech collects, through our interactions with you and our services, and how that data is used.

Read the specific details of this privacy statement, which provide additional information about Edaetech's services. This statement applies to Edaetech's interactions with you and the services listed below, as well as other products/services that come with this statement.

Edaetech is committed to respecting the User's privacy and processing their personal data carefully and confidentially, in accordance with the applicable laws. The data shall not be processed for any purpose other than those specified herein.

Edaetech reserves the right to update or modify its Privacy Statement at any time, namely to adapt it to legislative changes. The User is therefore advised to visit this page regularly.

### 3.2. Consent

By using this website, you give your consent to the collection and use of the information.

Edaetech may at any time modify, add or delete any of its website's privacy policies ([www.edaetech.pt](http://www.edaetech.pt)) by updating the content on this page.

### 3.3. What types of data are collected by Edaetech?

Edaetech collects data about its employees and about companies that are its customers and partners.

The special data mentioned in the GDPR are not processed by Edaetech.

### 3.4. What is the purpose of the collection of personal data by Edaetech?

In the case of its employees, the data collected are name, e-mail, position and telephone number to supply goods and services to customers, internal organisational processes (Quality) and tax and legal obligations inherent to the normal performance of their duties.

In the case of customers and partners, the data collected are name, email and telephone number for the need to purchase, deliver and supply products and/or services and, consequently, the relevant legally required documents, for commercial prospecting activities (Direct Marketing), marketing events, training and technical information related to products and/or services.

### 3.5. Does Edaetech use personal data for Direct Marketing activities?

Edaetech may use your personal data to send you any unsolicited mail related to products or commercial offers that may be of interest to you. Edaetech does not provide, sell or trade your data.

The customer expressly authorises Edaetech to send information about products and services that may be of interest to them using their personal data for the purposes of direct marketing through any communication channel, namely using email, telephone, text messages or other forms automatic calling. Edaetech shall not sell or share its customer database with third parties.

We remind you that consent can be withdrawn through an order sent to the email [rgpd@edaetech.pt](mailto:rgpd@edaetech.pt) or alternatively in person at Edaetech's premises.

### 3.6. Who has access to your personal data?

Edaetech does not disclose to third parties any personal data of its Customers and Users, without their consent, except (1) to Group companies, or (2) when required for workers, employees, suppliers or commercial partners of Edaetech may provide a product or service or perform a task on Edaetech's behalf, or (3) when required or permitted by law.

Edaetech shall take the necessary precautions to ensure that its employees or collaborators with access to personal data receive training appropriate to its correct processing, observing this statement and the legal data protection obligations. In case of non-compliance, Edaetech shall apply disciplinary sanctions to its employees and collaborators.

Whenever Edaetech discloses the User's personal data, it shall safeguard compliance with the General Data Protection Regulation, namely through contractual provisions that ensure that the third party uses the data received for the specified purposes only (if there is a legal basis for that purpose), otherwise, they shall be provided only after the User's consent. The provision is in accordance with the purposes described in this statement, and employs appropriate security means, to protect the User's personal data against illegal or unauthorised treatments as well as against accidental loss, destruction or other harmful actions.

### 3.7. Where is your personal data kept and for how long?

Edaetech processes personal data for the purposes mentioned above taking into account only the legal basis required for that purpose. The period that elapses between the beginning and the end of this processing is stored, and there may be situations in which personal data may be retained for a manifestly longer period because there is a legal basis for this purpose and through the Retention procedure in force at Edaetech.

However, if you wish you can always request clarification from Edaetech, through an application sent to the e-mail [rgpd@edaetech.pt](mailto:rgpd@edaetech.pt) or alternatively in person at Edaetech's premises.

### 3.8. Are personal data safe with Edaetech?

Edaetech stores the data of its customers and Users internally and through its reference partners. Both are protected and maintained according to high security standards and in order to observe the GDPR and the applicable privacy laws.

### 3.9. When are there links on the Edaetech website?

The Edaetech website may contain links to other websites and e-mail addresses of companies not belonging to Edaetech. This Privacy Statement does not apply to those websites and email addresses.

If you use a link available on this website and provide personal data on that website, data processing shall be subject to that website's privacy statement.

### 3.10. Does Edaetech use cookies on its website and/or in its business applications?

Cookies are small files stored on your computer, tablet or smartphone when you visit our website for the first time.

Cookies are files that store information on the User's hard drive or browser, allowing websites to recognise you and know that you have visited them before. Users can configure their browser to refuse cookies, but in this case, the website or parts of it may not work correctly.

Cookies are used to monitor and analyse the use of the website, allowing Edaetech to better identify and serve the User.

Edaetech uses cookies to:

- Know our visitors and thus improve their browsing experience on the website;
- Customise the information of the web pages they visit with content of interest;

With the help of these cookies, Edaetech promotes the creation of a relationship with visitors and customers to improve their experience and collect data to continue to improve their browsing on the website and our products and services.

By browsing this site, you agree to the installation of these cookies on your browser. However, cookie preferences can be cleared from your browser at any time.

Edaetech does not share cookies with third parties, including external data providers or websites.

This mechanism can be removed through an order sent to the email [rgpd@edaetech.pt](mailto:rgpd@edaetech.pt) or alternatively in person at Edaetech's premises.

### 3.11 Consent

By consenting to this Privacy Statement, you grant us permission to process the data for the purposes mentioned above.

Consent can be withdrawn by application sent to the email [rgpd@edaetech.pt](mailto:rgpd@edaetech.pt) or alternatively in person at Edaetech's premises.

### 3.12 Your rights

According to the GDPR the User has the right of access and portability over their personal data. You have the right to know that personal data has been processed by Edaetech, and you can also request Edaetech to correct, restrict the processing or delete your personal data totally (right to be forgotten) or partially if they prove to be incomplete, incorrect or irrelevant to processing purposes. At any time, and as long as Edaetech is in possession of your personal data, you have the following rights:

- Right of access – Request a copy of the information that Edaetech has about you;
- Right of rectification – Request or correct any personal data found by Edaetech;
- Right to oblivion – In certain circumstances, you may request that your personal data be deleted or destroyed by Edaetech;
- Right to request restriction on the processing of your personal data – In certain circumstances, you may restrict the processing of your personal data with Edaetech;
- Right to portability – Request that the personal data held by us be transferred to an Organisation other than Edaetech;

- Right to object to certain treatment processes – Request that the object of processing be removed. For example, Direct Marketing.
- Right to object to automated processing of personal data, including Profiling – Request that your personal data not be subject to automated processes.
- Right to complain – If Edaetech refuses any of the requests made by you with no legal basis, you can make a complaint with the contact below.

If you wish, at any time, you can submit your request by contacting the Data Protection Management Group via email [rgpd@edaetech.pt](mailto:rgpd@edaetech.pt).

### 3.13 Claims

If you wish to submit a complaint about the way your data is being processed by Edaetech (or by third parties on behalf of Edaetech) you can place your order directly with the Data Protection Management Group via email [rgpd@edaetech.pt](mailto:rgpd@edaetech.pt).

### 3.14 Contact of the Supervisory Entity – National Data Protection Commission (CNPD)

	<b>Supervisory Entity Contact</b>
<b>Name:</b>	National Data Protection Commission
<b>Address:</b>	Rua de São Bento 148-3º 1200-821 Lisbon
<b>Email:</b>	<a href="mailto:geral@cnpd.pt">geral@cnpd.pt</a>
<b>Telephone:</b>	+351 213928400

### 3.15. You may be contacted by Edaetech because of your personal data.

According to the GDPR, your personal data shall be subject to rigorous risk minimisation measures to preserve the rights and freedoms of citizens, namely against undue access. If there is any kind of Privacy breach, you shall be informed, following the provisions of the Procedure for Handling Personal Data Violations of Edaetech.

### 3.16. Privacy Statement

Our Privacy Statement is available at [www.edaetech.pt](http://www.edaetech.pt)