



OUR COMMITMENT
PRIVACY POLICY

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The protection of privacy and personal data information constitutes a fundamental commitment of the company **CONCEPTINA UNIPessoal LDA** towards their customers and user's of theirs products and services.

See below our privacy policy.

CONCEPTINA UNIPessoal LDA advises and recommends reading the informations dedicated to the privacy and to the protection of personal data, as well as the consultation of the Terms and Conditions of the products and services from **CONCEPTINA UNIPessoal LDA**, any updates on these will be available on the website of **CONCEPTINA UNIPessoal LDA**, and on our customer support in our facilities

In this way, the team and management of **CONCEPTINA UNIPessoal LDA** assume with their clients, users of its services, employees, partners and others, the commitment to protect the personal data of its clients

This commitment is composed by policies and privacy standards including the Customer Privacy Policy, the Employees Privacy Policy, which can be consulted at any time on the **CONCEPTINA UNIPessoal LDA** website or at our facilities

PRIVACY POLICY

The use of this website and our local services are covered to the Privacy Policy mentioned below, by the way the client must check the respective terms whenever they use one of our services

OUR POLICY

All clients have the right to the protection of their own personal data, **CONCEPTINA UNIPessoal LDA** respect the right of its clients to the information on the collection and processing of their personal data. **CONCEPTINA UNIPessoal LDA** guarantees that all the personal data are processed in Portugal in accordance with good practices, complying with **GDPR (General Data Protection Regulation)**. The whole process of collecting and processing data were properly analysed to be minimal and not exceed the original purpose for which they were collected.

PERSONAL DATA TREATMENT

Your personal data will be collected and processed by **CONCEPTINA UNIPessoal LDA** only for for billing purposes and for the accompaniment of our clients.

However, your personal data may be also used for other processing operations that are framed within the legal limits of use:

Whenever you request a service from us, is collected your personal data in order to provide the Customer Support services: Name, address, postal code, locality, telephone contact, e-mail, Nif, for billing purposes.

Your personal data will not be communicated to third parties, save by legal or judicial requirement.

In order to verify the compliance of data processing with the the applicable policies and standards, is a customer contact point for the controlling authority. In addition, **CONCEPTINA UNIPessoal LDA** has revised its privacy policies and standards to better maintain, develop and monitor the security of all information handled and its policies and standards as well as security awareness through training and communication.

The Legal principle:

The personal data requested by us will be the strictly necessary data and will be processed as at least one of the conditions laid down for lawfulness is fulfilled, in particular when the consent is given by the data subject or where the processing is necessary for the management of a contract, or the pursuit of a legitimate interest of the company or of third parties.

The transparency principle:

The data subjects will be informed in a clear and concise way about the relevant aspects related to the processing of their own personal data and the respective purposes of treatment and possible transmission to third parties.

Princípio da proporcionalidade e limitação da conservação:

Only relevant and appropriate personal data will be processed not exceeding the time strictly necessary.

The principle of data access need:

Only employees, partners, maintenance subcontractors, and those whose respective functions require, have access to the personal data processed by **CONCEPTINA UNIPESSOAL LDA**.

The principle of confidentiality, integrity and availability:

The personal data will be processed in a way that guarantees its own security, mainly to protect against unauthorized or illegal access, to protect against unauthorized or accidental modification, loss or destruction of the data and to ensure that when necessary and permitted the personal data will be available without undue delay. To ensure compliance with these principles, **CONCEPTINA UNIPESSOAL LDA** has contracted a service of a management and accounting application that guarantees these principles, as well as a second certified contractor (**GDPR**) contractor which carries out the maintenance operations at the **CONCEPTINA UNIPESSOAL LDA**.

The principle of data protection by design and by default:

The products and services of **CONCEPTINA UNIPESSOAL LDA**, its support systems and internal procedures will be developed with the greatest concern of protecting the privacy and all the personal data.

PERSONAL DATA SECURITY

CONCEPTINA UNIPESSOAL LDA respects the best practices in the security's field and protection of personal data and information. In order to these practices were fulfilled a strict policy and standards program has been adopted to ensure the confidentiality, integrity and availability of the processed information under its responsibility, which only be known by **CONCEPTINA UNIPESSOAL LDA** employees and partners.

The General Information Security Policy of **CONCEPTINA UNIPESSOAL LDA** a vast set of technical and organizational measures, organized in various security areas, including:

Logical safety measures:

- Use of a firewall and a intrusion detection systems
- The existence of a policy of access to information and logging
- Physical Safety Measures, including a strict control of access to the physical facilities of **CONCEPTINA UNIPESSOAL LDA** by all the employees, partners and visitors, as well a, permanently monitored access to the **CONCEPTINA UNIPESSOAL LDA** essential technological technological infrastructures.
- Another safety measures such as a use of a mask, pseudonymization and anonymisation of the personal data as well as a set of measures to ensure that the the principle of data protection by design and by default is fulfilled.

Whenever that **CONCEPTINA UNIPESSOAL LDA** use a subcontractors and third parties, this ones will be responsible in compliance with the applicable legislation, for the personal data that they have to transmit and will guarantee that: The sharing of information and personal data obeys the legal regulations; the transmission is carried out safely and that subcontractors or third parties are contractually obliged to observe and fulfilled the confidentiality and secrecy policies and to ensure the security of applicable personal data communicated to them, not being able to use such data for any other purposes, for the benefit of themselves or third parties, or to correlate them with other data in their possession.

The compliance with the policies and standards that have to do with information and protection of personal data security matters are subject to internal audits and controls, and is complemented by an information and formation program of the **CONCEPTINA UNIPESSOAL LDA** employees and partners.