

RISINGDREAMS UNIPESSOAL, LDA.

Privacy Policy



**RISINGDREAMS -
UNIPESSOAL, LDA.**

Privacy Policy

RISING

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Glossary

1. Introduction

RISINGDREAMS - UNIPESSOAL, LDA., henceforth called *RISING*, offers, as its main activity, accommodation in fully furnished and equipped apartments for short, medium and long term stays in rehabilitated buildings located in the city centre.

In the exercise of its activity, it is a basic principle to protect and safeguard the privacy of its employees, customers, suppliers and other entities. This Privacy Policy explains the use of personal data in the various areas of activity of RISING, describing how we collect, use and deal with it.

Our Privacy Policy applies to the personal data of Employees, Interns, Jobseekers, Customers, Suppliers, Partners, users of our sites or other persons that we may contact for various purposes.

The applicable legislation on the protection of personal data, including but not limited to the General Data Protection Regulation (RGPD) (Regulation (EU) 2016/679) can be found on the website of the National Supervisory Authority: National Commission for Data Protection (CNPD) <https://www.cnpd.pt>.

This Privacy Policy may be changed without prior notice.

2. The Data Controller and the Data Protection Officer

In the scope of its activities, RISING is the entity responsible for the collection and processing of personal data, which are processed and stored in an automated and non-automated manner.

The Data Protection Officer (DPO) is responsible for monitoring the compliance of all activities involving the collection or processing of personal data with applicable laws and regulations. It is also the point of contact between RISING and the National Supervisory Authority. The DPO can be contacted via email: rgpd@risingdreams.pt.

3. Definition of personal data

According to Article 4 of the RGPD, *personal data* is the information relating to an identified or identifiable natural person. An identifiable person is considered to be identifiable, directly or indirectly, in particular by reference to an identifier, such as a name, an identification number, location data, electronic identifiers (Email) or to one or more specific elements of the physical, physiological, genetic, mental, economic, cultural or social identity of that individual.

4. What personal data we deal with

The personal data we collect and deal with is intended for a variety of purposes, provided that such treatment will always be restricted to what is strictly necessary for compliance with the legislation and also for the normal operation of RISING. In the following table the data that we deal with can be consulted according to type:

Data	Employees	Customers	Partners/ Suppliers
Name	X	X	X
Address	X	X	X
Citizen's Card	X	X	
Biometric data	X		
Tax Number	X		X
Residence for Tax Purposes	X		X
Social Security Number	X		
Telephone	X	X	X
Email	X	X	X
Passport	X	X	
Bank details	X	X	
Credit Card Details		X	
Date of birth	X		
Sex	X		
Marital status	X		
Nationality	X	X	
Emergency contact details	X		
Driving license	X		
CV	X		
Image (Photo or Video)	X		
Qualifications Certificate	X		
Criminal Record	X		
No. Dependents	X		
Data of dependents	X		

5. How we collect personal data

The collection of personal data is always done with the consent of the owner.

- Employee Information
 - "Employee" Form
- Candidate Information
 - Receiving CV via email

- Through Recruitment Interview
- Customer Information
 - “Customer” Form
- Partner / Supplier Information
 - “Partner/Supplier” Form
- Other data
 - Through the social networks Facebook, LinkedIn, YouTube, etc.
 - In the case of events, through a specific form

6. How we use personal data

The personal data provided is used in various RISING activities and in various ways, namely:

- Employee Information: We use the personal data of employees to prepare a work contract, to send the mandatory information to the competent authorities (SS, ACT, AT, etc.), ensuring compliance with the legislation in force, to control attendance and salary processing, for the purposes of complying with OSH-Occupational Health and Safety standards, in order to comply with the requirements of our clients regarding entering workplaces, booking journeys or for internal or external training purposes.
- Candidate Information: We use the personal data of candidates in order to provide the best possible job opportunity for the candidate, meeting their interests as well as those of RISING.
- Customer Information: we use the personal data of Customers to send the obligatory information to the competent entities (SEF), ensuring compliance with the legislation in force. We also use bank details for both payments and receipts.
- Partner or Supplier Information: Because we interact with several partners, it is necessary to use their personal data, for example in the organisation of events or Marketing actions, and we only use the data that is essential for the normal operation of these events.

7. With whom we share personal data

As already mentioned, personal data is only shared where appropriate and in accordance with the legislation, standards or requirements in force, with the following entities:

- Tax or fiscal authorities, Social Security, Foreigners and Borders Service, audit or other, in accordance with the legislation in force that obliges us to share this data, such as requests from the Tax Authority, Social Security or others.
- Third party service providers who perform functions on our behalf, including external consultants, business partners or professional counsellors such as lawyers, auditors, statutory auditors, accountants, computer consultants, security technicians, health technicians, recruitment or other technical support functions.

8. How we safeguard personal data

RISING aims to promote total commitment to protecting the personal information collected by us from misuse, unauthorised access or loss. Norms, procedures, technical and organisational measures have been created so that we are not only able to safeguard but also have the necessary tools to deal with any breach of personal data.

If you suspect misuse, unauthorised access or loss of your personal information, please notify us immediately via email: rgpd@risingdreams.pt.

9. How long we keep your personal information

Your data will only be kept for the time necessary for the normal operation of RISING, depending on the type of data. We also take into account the legal obligation to keep some types of data for the time established in Portuguese legislation. The amount of time that we retain the data is as follows:

Employees	Candidates	Customers	Partners / Suppliers
10 years after leaving the company	10 years	10 years, except tax or accounting documentation which we keep for 12 years	10 years, except tax or accounting documentation which we keep for 12 years

10. How you can access, change or remove the personal data provided

The RGPD protects and clarifies the rights of EU citizens regarding data privacy. This means that there are several rights relating to the data, even if they have been provided by the people themselves. These rights can be exercised, with the limitations provided in the legislation, by written request, to be sent to the email rgpd@risingdreams.pt.

You may exercise these rights at any time, as they are:

- Right of access: allows you to obtain information regarding the treatment of your data and its characteristics such as the type of data, conservation periods, purpose and what data are mandatory or optional.
- Right of rectification: it allows you to request the rectification or updating of your data, requiring them to be exact and current.
- Right to limitation: allows you to request the suspension of the processing of your data or the limitation to certain purposes or categories.
- Right to portability: through this right you have the possibility to request for your data to be sent, in digital format, in order to reuse them. You may also request the transmission of such data to another entity that becomes responsible for processing the data.
- Right of opposition: allows you to oppose the processing of your personal data by RISING, provided that there are no legitimate interests that prevail over your interests. The most common example of this right is opposition to sending direct marketing materials or communications.
- Right to withdraw consent: after giving consent to the processing of your personal data, you may at any time withdraw that consent. We will immediately stop processing your data, except in cases where it is impossible for us (for example, in cases where Portuguese law requires you to keep your data), in this case we will inform you of this condition.
- Right to erasure or "right to be forgotten": allows you to request the deletion of your personal data in certain circumstances, such as when there are no valid grounds justifying the treatment of them. There are situations in which we will not be able to fulfil your request, such as fulfilling legal obligations or performing tasks of public interest.
- Right to complain to the supervisory authority: allows you to submit a complaint to the national supervisory authority. Find more information on the CNPD website www.cnpd.pt.

11. CNPD Contacts-National Commission for Data Protection

- Telephone: (+351) 213 928 400
- E-mail: geral@cnpd.pt
- Address: Av. D. Carlos I, no. 134 – 1st floor, 1200-651 Lisbon
- Fax: (+351) 213 976 832
- Website: www.cnpd.pt
- Online request form:
https://www.cnpd.pt/bin/duvidas/duvidas_frm.aspx
- Online form for lodging complaints:
https://www.cnpd.pt/bin/duvidas/queixas_frm.aspx
- Online form of violation of personal data:
<https://www.cnpd.pt/DataBreach/>

