

**QualiWork** is committed to protecting and respecting the privacy of personal data holders, complying with the legislation on the protection of personal data in force such as: General Regulation for the Protection of Personal Data UE\_2016-679 and Law No. 58/2019 of August 8.

The processing of personal data (name, email address, telephone contact, function and organization) is carried out by **QualiWork** with the following law:

- Expression of **free** consent of candidates to internal and external contributors, potential Clients in commercial consultations, requests for information (Form "Fale conosco" on the website), and subscribers of communications such as newsletters, QW Tips and / or information about events / training;
- Under the **contract** of provision and services established with Clients and internal and external employees;
- And yet responding to legal **obligations to** which we are subject.

After the issuance of SIGO Certificates of certified professional training, the personal data of the Trainees are inserted in the Integrated Information and Management System of the Educational and Formative Offer known as the SIGO Platform of the Directorate-General for Education and Sciences Statistics (DGEEC), in accordance with applicable legislation.

We also collect visitor data from our website using cookies in accordance with the published cookie policy.

We are committed to ensuring the confidentiality and integrity of the information we hold and to acting in accordance with applicable law, and therefore periodically assess the risks of breach of privacy for its holders and implement the technical and organizational measures deemed appropriate.

When the processing of the data is carried out by third party processors, **QualiWork qualifies** them to obtain sufficient guarantees to ensure that the processing meets the requirements of the GDPR and ensures the defense of the rights of the holders of personal data.

In accordance with our retention policy, personal data will be destroyed as soon as it terminates its lawfulness and purpose or whenever required by its holder by email to geral@qualiwork.pt with the subject matter "Remove".

Personal data relating to:

- Candidates for Collaborators, up to 6 months after receipt, unless the candidates have been interviewed;
- Customers, including trainees, up to 5 years after the end of the contract, with the exception of mandatory tax information;
- Communications subscribers, up to 10 years.

As the holder of the personal data, you have the following rights:

- Right to obtain confirmation that the data concerning you are or are not processed and, where appropriate, to **access** your personal data and access the information provided for by law;
- The right that **QualiWork** have, without undue delay, rectify inaccurate data or incomplete concerning it;
- Right to request the payment of your data, without undue delay, when one of the following reasons applies:
  - ✓ Personal data are no longer necessary for the purpose of collecting or processing it;
  - ✓ withdrew your consent to the processing of data (where the processing is based on consent) and there is no other basis for such processing;
  - ✓ It opposes the processing and there are no prevailing legitimate interests justifying the processing.
  - ✓ Right to request the **limitation of the processing** of your personal data when:
  - ✓ Dispute its accuracy for the period enabling **QualiWork to** verify its accuracy;
  - ✓ the processing of data is lawful, and the data subject opposes the erasure of personal data and requests, on the other hand, the limitation of its use;
  - ✓ **QualiWork** no longer needs personal data for processing purposes, but such data are required by the data subject for the purpose of declaration, exercise or defense of a right in a judicial process;
- If the treatment depends on your **consent**, you have the right to withdraw it.
- Right to lodge a **complaint** with the Supervisory Authority which in Portugal is the CNPD.

If you wish to exercise your rights, you should contact us in writing by e-mail [geral@qualiwork.pt](mailto:geral@qualiwork.pt) or by post to the address of the office. To ensure your protection, proof of your identity may be requested.

Any questions may be directed to **QualiWork's Management** via email: [pedro.santana@qualiwork.pt](mailto:pedro.santana@qualiwork.pt).

**QualiWork reserves** the right to periodically review the current policy, so we recommend that you periodically refer to the [www.qualiwork.pt](http://www.qualiwork.pt).

Directed by QualiWork | March 2024