

## Itecons Privacy and Personal Data Protection Policy

When using our services, you are entrusting us with your personal data. We are committed to respecting and protecting the data provided to us in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

We are committed to:

- Processing data in a lawful and fair manner by only collecting information that is pertinent and necessary for the purpose stated;
- Allowing persons to access and modify their personal data;
- Not using the collected data for purposes incompatible with the one stated at the time of collection;
- Ensure the express consent of data subject, whenever consent is required;
- Upon request, ensure a person's right to have their data deleted free of charge;
- Respect professional secrecy when processing the collected data;
- Ensure the accuracy of the data and update it when necessary;
- Ensure the existence of security systems that prevent unauthorized persons from accessing, modifying, destroying or adding data;
- Not disclosing personal information collected online or otherwise through its sale, loan or any other type of transaction;
- Not sharing personal data with other persons or entities, except as stated in the Third Parties clause, without the explicit consent of the data subjects.

This Privacy and Personal Data Protection Policy is intended to inform you on how your personal data is used, how it can be updated, managed or deleted, and how to contact us regarding the processing of said data. Your data will be processed by Itecons – Institute for Research and Technological Development in Construction, Energy, Environment and Sustainability, with the assistance of our partners (third parties).

### Data processing responsibilities

Itecons takes responsibility for the collection, treatment, preservation, anonymization and deletion of personal data provided by associate members, partners, clients and suppliers. Any questions regarding the use of personal data shall be sent to the following email address: [privacidade@itecons.uc.pt](mailto:privacidade@itecons.uc.pt).

In compliance with its responsibilities, and in accordance with the General Data Protection Regulation, Itecons shall notify the National Data Protection Commission (CNPD) when faced with any breach of the personal data it is responsible for.

### Third parties

In compliance with the General Data Protection Regulation, Itecons may disclose personal data under its responsibility to third parties. Itecons shall solely subcontract entities which are able to ensure the execution of adequate technical and organizational measures in a way that meets the processing requirements of this Privacy Policy and ensures the protection of the rights of the subject data.

## Use and collection of personal data

Data collected for several purposes is processed under the terms of the National Data Protection Commission (CNPD).

Itecons uses personal data collected for transactions, contracts, audits, infrastructure/equipment security and integrity maintenance actions, financial management and accounting, and for dissemination and communication purposes.

When you access Itecons' facilities, some personal data is collected for Access Control and Administrative Management purposes.

When you participate in events and/or training courses organized by Itecons, some of personal data may be shared with the event's co-organizers and/or funding entities. When you participate in training courses, workshops, and online events, data such as your name, profile picture, email address, among others, may be visible to other participants.

## Use and collection of image and/or voice recordings

Itecons has a video surveillance system. When you access Itecons' facilities, images will be collected through this video surveillance system. These recordings are processed in accordance with the applicable current legislation.

When you participate in events and/or training courses organized by Itecons, your image and/or voice may be collected via photography and/or video recording. These recordings will be processed for public dissemination purposes using Itecons' institutional outlets and/or social media platforms, as well as via those run by entities that co-organize the event. The image and voice of participants collected during events and/or training sessions organized by Itecons will be processed and stored unless participants express their opposition to such treatment. As a participant in an event / training session, you may exercise your right to object to the collection of images during the event by contacting the photographers and/or camera operators and requesting that your image is not captured or recorded.

## How do we protect information?

The flow of personal data entails many risks, such as: unauthorized access; misappropriation, misuse, loss and alteration. Itecons has at its disposal mechanisms that mitigate these risks, without prejudice to the fallibility of Internet security measures and other tools used by Itecons and its subcontractors.

The main data protection measures are as follows:

- storage is done in protected servers that are used and accessed in accordance with the internal policy and security standards;
- access to personal data is restricted and limited, and done only as required;
- control of access to Itecons' facilities;
- the software used has authentication mechanisms;
- data encryption and security measures are implemented.

Personal data is stored only for as long as it is deemed necessary for the purpose for which it was collected, after which it shall be anonymised or deleted. Upon request by the data subject, this period may be changed. In case there is legal obligation regarding the storing period, the right to deletion of data can only be exercised after such period.

## **Analytics**

Itecons uses Google Analytics. This tool monitors statistical information regarding the access to our main website, micro sites and funded project websites, in an aggregated and anonymous way. The data used for this purpose does not contain personally identifiable information or private information. In any case, the privacy policies of this tool should be accessed for further information.

## **How can the data subject manage, update and delete information related to him or her?**

The data subject may, at any time, request Itecons to provide, update or delete data related to him or her. The request should be sent to the following email address: [privacidade@itecons.uc.pt](mailto:privacidade@itecons.uc.pt).

## **What are the rights of the data subject?**

As mentioned previously, the data subject may request Itecons to provide, update or delete data related to him or her. In case of a legal obligation regarding the storing period, Itecons has the right to not execute the deletion of such data until the period is over. However, whenever there is a data retention period imposed by law, Itecons reserves the right not to execute the request of the holder of personal data, informing him of the respective reasons.

The holder of personal data has the right to file a complaint or exposure with a Supervisory Authority.

## **Final provisions**

This document is available in Itecons' website in an accessible area.

Itecons may, without prior notice, amend this Policy due to the need to adapt it to legal changes or to recommendations issued by the CNPD.

Itecons' privacy and security policies are periodically reviewed and improved. Only duly authorized persons have access to the collected information.

Itecons' databases are located in the European Union.