

Privacy, Security and Personal Data Protection Policy of the Expert A+ platform

Version 1, February 2020

By using the Expert A+ platform, you are entrusting us with your personal data and other information. Itecons commits to respecting and protecting the information provided in accordance with the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016), concerning the protection of natural persons with regard to the processing of personal data and the free movement of such data.

We assume the following commitments to the users of the Expert A+ platform:

- To perform the data processing in a lawful and fair manner, only collecting the relevant and necessary information for the purpose for which it is intended;
- To allow the data subject to access and modify their personal data;
- Not to use the data collected for purposes incompatible with those referred during the data collection period;
- To ensure, whenever required, the procurement of express consent of the data subject;
- Upon request by the data subject, to ensure the right to delete the data used, free of charge;
- To respect professional secrecy in relation to the processed information;
- To maintain accurate data and, when necessary, update them;
- To ensuring security systems that prevent unauthorised persons from consulting, modifying, destroying or adding data;
- Not to provide, through sale, loan or any other type of commercialisation, personal information collected either online or offline;
- Not to share personal data with other persons/entities, except for those provided in the clause “What if it is necessary to transmit the data to third parties?”, unless the personal data subject has given explicit consent to share such data.

The purpose of this Privacy, Security and Personal Data Protection Policy is to inform you how the personal data is used, how it can be updated, managed or deleted, as well as ways to get in touch with those responsible for their management. Your data is processed by Itecons - Institute for Research and Technological Development for

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Construction, Energy, Environment and Sustainability, among other partner entities (third parties) that assist in this management.

Who is responsible for the processing of personal data?

Itecons is responsible for the collection, treatment, conservation, anonymization and/or elimination of personal data of data subjects of the Expert A+ platform.

Any question regarding the use of personal data should be submitted to the email address privacidade@itecons.uc.pt.

In fulfilling its responsibilities, and in accordance with the General Data Protection Regulation, Itecons will notify the Portuguese Data Protection Commission (“Comissão Nacional de Proteção de Dados”, CNPD), whenever it becomes aware of any personal data breach under its responsibility.

Which information do we collect?

The Expert A+ platform can be viewed without having to provide any personal information. However, to take full advantage of the platform's potential, you will need to register. The mandatory personal data we collect when registering is the name, email, name of the institution, postal address of the institution, email of the institution and the telephone contact of the institution.

How do we use the information we collect?

The data collected is intended to be used by the management of services provided by the Expert A+ platform. The data is entered into the computer system, where it is analysed and processed automatically in accordance with the General Data Protection Regulation.

How can you update, manage, export and delete your information?

You can access and update your data by accessing your personal account.

You can request a copy of your data found on the Expert A+ platform or ask for the removal of your data by writing to the following address: privacidade@itecons.uc.pt.

What if it is necessary to transmit the data to third parties?

Itecons, in compliance with the General Data Protection Regulation, may transmit personal data under its responsibility to third parties. In these cases, Itecons will only resort to subcontractors that provide sufficient assurances regarding appropriate technical and organisational procedures, safeguarding that the data treatment meets the requirements of this Privacy Policy and ensures the rights of the data subject.

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How do we protect information?

The circulation of personal data carries risks, such as: unauthorized access, misappropriation, misuse, loss and alteration. Itecons has mechanisms to mitigate these risks, without prejudice to the fallibility of Internet security measures and other tools used by Itecons and subcontractors.

We highlight the main measures for the protection of personal data:

- Data storage on protected servers that are used and accessed in accordance with the security policy and standards defined internally;
- Restricted and limited access to personal data, according to the needs arising from the activity of Itecons;
- Access control to the Itecons facilities;
- Authentication mechanisms in the software;
- Data encryption and security of the applications used to process the data.

Personal data is only kept for as long as it is considered necessary for the purpose for which it was collected, after which it will be anonymised or destroyed. Upon request by the data subject, this period may be changed. If there is a legal requirement regarding the data retention period, the right to erasure can only be exercised after that period.

How can the data subject of the personal data manage, update and delete his information?

At any time, the data subject of the personal data may request Itecons for the data held by us, request its update or request its deletion. This request should be sent to the following email address: privacidade@itecons.uc.pt.

What rights does the data subject of the personal data have?

As previously mentioned, the data subject of the personal data may request Itecons for the data that is in our possession, request its update or request its deletion. However, whenever there is a data retention period imposed by law, Itecons reserves the right not to execute the data subject's request, informing him of the respective reasons. The data subject of the personal data has the right to file a complaint with a Control Authority, such as CNPD.

Final Remarks

This document is available on the Expert A+ platform website in an accessible area.

Itecons may, without prior notice, change this Policy due to the need to adapt it to any legislative changes or to CNPD recommendations.

Security and privacy policies are reviewed and improved periodically. Only duly authorized persons have access to the information provided by our users.

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The Expert A+ platform databases are located in the European Union.

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