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## **XPTO Events and DMC**

### **PRIVACY POLICY**

XPTO Events and DMC respects the privacy of its customers and suppliers. This Privacy Policy describes who we are, for what purposes we may use your data, how we treat it, who we share it with, how long we keep it, and how to contact us and exercise legal rights.

#### WHO WE ARE?

Your data will be processed by the company XPTO Events and DMC, hereinafter " XPTO Events and DMC " or "we". This company is responsible for the processing of personal data within the meaning of the General Data Protection Regulation. For questions regarding the processing of your personal data you should contact our Data Privacy Officer of XPTO Events and DMC through the following e-mail address: [data@xptoevents.com](mailto:data@xptoevents.com)

#### WHY DO WE NEED YOUR INFORMATION?

As a rule, your information is requested directly, when you communicate with us by telephone, by e-mail , or by chat, request a contact and / or send newsletters, subscribe to a certain service, provide or request information, acquire a product or establishes a contractual relationship with XPTO Events and DMC via online or offline. However, XPTO Events and DMC may also collect your data in an indirect way, through partners and official entities.

XPTO Events and DMC will treat your personal data for the following purposes:

##### Client management

The processing of your data is necessary for the execution of the contract to be entered into between you and XPTO Events and DMC, or to carry out pre-contractual procedures at your request. If you do not provide your data, we will not be able to provide you with the requested or contracted services. In view of the purpose of the service to be provided, we may request the data about your employees, guests, or other parties designated by you.

If you send us personal data about other people (as part of contracted service) we consider that we also have a legitimate interest here to treat such data in accordance with our privacy policy.

Your data will be kept for this purpose for 5 years after your business relationship with XPTO Events and DMC without prejudice to compliance with legal provisions regarding data retention for a longer period.



The personal data of clients may still be processed by XPTO Events and DMC for the purpose of litigation management. The legal basis is the existence of a legitimate interest on the part of XPTO Events and DMC and the data will be kept for the period necessary to the exercise of the respective rights.

#### Management of potential clients

The processing of your data is necessary to carry out pre-contractual procedures at your request with a view to concluding a contract between you and XPTO Events and DMC. If you do not make your data available we will not be able to provide the services requested or pre-contracted.

Your data will be kept for this purpose for 120 days without prejudice to compliance with legal provisions regarding data retention for a longer period.

#### Marketing

XPTO Events and DMC can treat your data to send you information about your products and services. This processing of data will only be done with your consent, provided at the time of data collection or through the form specifically filled in for this purpose. If you agree, you will receive marketing communications via email or other means indicated by you. Failure to provide your personal information (name and e-mail) makes it impossible for XPTO Events and DMC to send you commercial communications.

Your data will be kept for this purpose until your instructions to the contrary or, at the most, up to 8 years after your last business relationship with XPTO Events and DMC.

#### Profile definition

XPTO Events and DMC may treat your personal data and combine information regarding personal preferences, interests and behaviour in order to improve the products and services we provide you.

This processing of data will only be done with your consent, provided at the time of data collection or through the form specifically filled in for this purpose.

You can at any time object to this data processing.

Your data will be kept for this purpose until your instructions to the contrary or, at the most, up to 8 years after your last business relationship with XPTO Events and DMC.

#### Management of complaints and contacts received by XPTO Events and DMC

You can send us, by the e-mail address [data@xptoevents.com](mailto:data@xptoevents.com), suggestions or complaints regarding the services provided by XPTO Events and DMC. Your personal data will be treated based on the legitimate interests of XPTO Events and DMC and in your consent. XPTO Events and DMC collects your data to analyse and solve the situation underlying your suggestion or complaint.

Your data will be kept for this purpose for the time needed to resolve your issue, no more than 2 years after the end of the process.

#### Supplier management / Service provider / Subcontractors

The processing of your data is necessary for the execution of the contract to be entered into between you and XPTO Events and DMC, or to carry out pre-contractual procedures at your request. If you do not provide your data, we will not be able to fulfill your contractual obligations. Your data will be kept for this purpose for the duration of the contract / contractual relationship in question without prejudice to compliance with legal provisions regarding the retention of data for a longer period. The personal data of suppliers may be



processed by XPTO Events and DMC for the purpose of litigation management. The legal basis is the existence of a legitimate interest on the part of XPTO Events and DMC and the data will be kept for the period necessary to the exercise of the respective rights.

#### WILL YOUR PERSONAL DATA BE SHARED WITH OTHERS?

For the purposes and in the terms described above, your data may be disclosed:

- In the scope of the service provided by XPTO Events and DMC. We always do our best to comply with standards and best practices. In this context, always with your prior consent, we share your personal data with authorized internal recipients.
- Third party service providers / Supplier / Subcontractors of XPTO Events and DMC.

If you are our customer, service provider or supplier, your personal data may be processed by companies subcontracted by XPTO Events and DMC, namely, electronic mail, surveys, commercial management system, call center and business partners. These companies are provided with only the personal data necessary for the provision of the service in question. Personal data may also be accessed by internal auditors and external to XPTO Events and DMC, with the guarantee that they will be kept confidential and will not be used for purposes other than audits.

In case of transfer of personal data outside the EU, it will be subject to adequate guarantees in the light of applicable legal requirements, such as the conclusion of contracts containing standard clauses approved by the European Commission. For more information, you can contact us at [data@xptoevents.com](mailto:data@xptoevents.com)

#### WHAT ARE YOUR RIGHTS?

At any time, you can ask us:

- Access to the information we maintain about you;
- Correction of information if it is inaccurate or incomplete;
- The deletion or limitation of the processing of your personal data;
- If the treatment depends on your consent or agreement and is done by automated means, you have the right to send the personal data previously provided, in a structured, commonly used and in a computer readable format.

Your requests will be treated with special care so that we can ensure the effectiveness of your rights. You may be required to prove your identity so as to ensure that the personal data is shared only with your cardholder.

You should be aware that in certain cases (eg. due to legal requirements) your request can not be immediately met.

In any case, it will be informed of the measures taken to that effect within one month from the moment the request is made.

You also have the right to submit a complaint to the National Data Protection Commission <https://www.cnpd.pt/>.



### Right of access

The holder of the personal data has the right to obtain from XPTO Events and DMC the confirmation that the data concerning him or her are processed and, if applicable, to access his / her personal data and access the information provided by law.

If you want more than one copy of your personal data being processed, XPTO Events and DMC will subject this service to the payment of a fee for administrative costs.

### Right of rectification

The holder of the personal data has the right to obtain from XPTO Events and DMC, without undue delay, rectification of inaccurate or incomplete data concerning him or her.

### Right to erase data ("right to be forgotten")

The holder of the personal data has the right to obtain from XPTO Events and DMC the erasure of his data, without undue delay, and the latter has the obligation to erase the personal data, without undue delay, when it applies, namely a following reasons:

- (a) personal data are no longer necessary for the purpose for which they were collected or processed;
- (b) the data subject has withdrawn his consent for the processing of data (where treatment is based on consent) and there is no other basis for such treatment;
- c) The holder opposes the treatment and there are no prevailing legitimate interests justifying the treatment;

### Right to limit treatment

The data subject has the right to obtain from XPTO Events and DMC the limitation of the treatment, if one of the following applies in particular:

- a) To contest the accuracy of personal data, during a period that allows XPTO Events and DMC to verify its accuracy;
- b) The processing of data is unlawful and the data subject opposes the deletion of personal data and, on the other hand, requests the limitation of its use;
- c) XPTO Events and DMC no longer needs personal data for treatment purposes, but such data are required by the holder for the purposes of declaration, exercise or defense of a right in a judicial process;
- (d) If he opposes the processing until it is established that the legitimate grounds of the controller prevail over those of the data subject.

### Right of portability of data

If the processing depends on the consent of the data subject and that consent has been provided by automated means, the data subject has the right to receive the personal data that concerns him and which he has provided to XPTO Events and DMC in a format structured, in use and automatic reading.



## Right of opposition

In cases where the processing of data is carried out for the purpose of the legitimate interests pursued by XPTO Events and DMC; or, 2) the processing of data is done for the purposes of direct marketing or, 3) definition of profiles, you can still, at any time, oppose the treatment of your personal data.

## CAN YOU REVOKE YOUR CONSENT AFTER?

If consent is legally required for the processing of personal data, the data subject has the right to withdraw consent at any time, although that right does not compromise the lawfulness of the treatment made on the basis of the prior consent given or the subsequent processing of the same data, based on another legal basis, such as compliance with the contract or legal obligation to which XPTO Events and DMC is subject. If you wish to withdraw your consent, you can contact us at [data@xptoevents.com](mailto:data@xptoevents.com)

## XPTO - MARKETING AND SERVICES, LDA USE COOKIES AND SIMILAR TECHNOLOGY?

The website of XPTO Events and DMC - <http://www.xptoevents.com/> - does not use any kind of cookies or similar technology, however and in the future we may, in order to provide a better service to the user, use cookies, that is, small text files that are placed on the hard disk by a Web page server.

This technology is mainly used for :

- Let us know who our visitors are and thus provide a better, safer and more personalized service;
- Know the performance of our sites and keep them updated and improved to meet our customers' expectations. Each visitor has an individual cookie, thus ensuring the privacy and security of the data. The presentation of the statistical data is done in an aggregated way, not allowing the identification of the visitor individually.

## DO YOU HAVE ANY DOUBT?

If you have any questions regarding the processing of your personal data, or if you wish to exercise any of your rights, please contact us: [data@xptoevents.com](mailto:data@xptoevents.com)

Occasionally, XPTO Events and DMC will update this Privacy Policy. We therefore request that you periodically review this document to keep up to date.

Created : September 2018

Revised: December 2018



