

## **Privacy Statment**

Please read the following information carefully to understand our approach to and implementation of the processing and use of your personal data.

The General Data Protection Regulation (GDPR) EU 2016/679 replaces the former Data Protection Directive (Directive 95/46/EC).

This Privacy Policy applies to the processing of personal data by VENTIMIGUIS UNIPessoal, LDA, based in Porto, Portugal, and sets out how any personal data we collect from you or that you provide to us will be processed.

VENTIMIGUIS UNIPessoal, LDA is committed to protecting and respecting your privacy.

### **1. Collection of Information**

VENTIMIGUIS UNIPessoal, LDA is a recruitment agency and collects personal data either directly through input on the website or via external sources.

Data sources

We process personal data that we receive from you by post or email during contact or application processes, or that you submit through online job platforms

Personal information may include:

Full name

Date of birth

Marital status

Address

Mobile phone or telephone number

Email address

Skype ID

Curriculum Vitae

Registration number with professional associations

Criminal record

Photographs

IBAN

Comments or feedback

Links to publicly accessible professional profiles (e.g. LinkedIn, XING, Facebook)

In addition, we automatically collect technical information such as:

IP address

Browser type and version

Operating system

Mobile platforms and device identifiers

Information about your visit, including URL clickstream data with timestamps, referring and exit pages, pages viewed or searched within the service, visit duration, or for location based services, the region, city or locality where your device is located, in order to provide content that is more relevant to your location.

### **Children's Privacy**

We do not knowingly collect information from or target our services to children under the age of 13.

## **2. Processing of Information**

We process personal data in order to:

Fulfil our obligations arising from contracts entered into or to be entered into

Provide information and services requested by you or which we believe may be of interest to you

Process and deliver services, such as document uploads or transfers

Present candidate profiles to our clients

Search for job opportunities that match your profile

Provide information about changes, updates or other announcements, including:

Promotional communications

Information relating to your interests and events organised by VENTIMIGUIS UNIPessoal, LDA

## **3. Disclosure of Information (within and outside the European Economic Area)**

VENTIMIGUIS UNIPessoal, LDA may share personal data with third parties that have vacancies which may be of interest to candidates, based on the candidate profile on file. This may involve providing your personal data to such parties.

Your personal data may be stored and processed in your region or in another country with which VENTIMIGUIS UNIPessoal, LDA has cooperation agreements.

## **4. Use of Information**

VENTIMIGUIS UNIPessoal, LDA uses data for the management of website operations and internal statistics, and to improve the website, ensuring that content is presented in the most effective manner for your device.

We do not carry out automated profiling. All processing is carried out within our internal IT systems.

## **5. Communications**

Clients and candidates may adjust and manage their communication preferences using the opt out or unsubscribe mechanisms provided in communications.

Candidates may update their personal information by sending an email to the Data Protection Officer. We reserve the right to notify you of any service changes or updates as required.

## **6. Data Retention**

We understand our legal obligation to retain accurate data and personal information only for as long as necessary for legitimate business interests and essential purposes, such as compliance with legal obligations, maintaining business and financial records, resolving disputes, maintaining security, detecting and preventing fraud and abuse, and enforcing agreements.

We may archive all or part of your personal data or delete it from our primary CRM system only. We may anonymise parts of your data, particularly following deletion requests, to ensure that personal data is not reintroduced unless requested. Our current data retention notice is available upon request.

## **7. Data Security**

VENTIMIGUIS UNIPESOAL, LDA ensures that information is protected wherever it is located, in compliance with applicable data protection standards.

## **8. Grounds for Processing**

Data collected from you may be transferred to and stored outside the European Economic Area. Data may be transferred to third parties outside the EEA for recruitment activities and processed by personnel outside the EEA with whom we work.

VENTIMIGUIS UNIPESOAL, LDA takes all reasonable steps to ensure that your data is treated securely and in accordance with this Privacy Policy.

Please note that transmission of information over the Internet is not completely secure. While we strive to protect your personal data, we cannot guarantee the security of data transmitted to our website. Any transmission is at your own risk. Once received, we implement strict procedures and security measures to prevent unauthorised access.

## **9. Your Rights**

You have the right to request:

Information about whether and which personal data we process

That your personal data is not used for marketing purposes

Correction of inaccurate personal data

Deletion or removal of your personal data

Restriction or suspension of processing

Limitation of data processing

Objection to processing for direct marketing purposes

Withdrawal of consent at any time

To lodge a complaint with a supervisory authority in your country of residence or workplace

To exercise any of these rights, please contact the Data Protection Officer of VENTIMIGUIS UNIPessoal, LDA. To protect your privacy and security, we may request identity verification.

## **10. YouTube**

Our website embeds videos and clips using YouTube, a service provided by YouTube LLC, 901 Cherry Ave, San Bruno, CA 94066, USA.

When visiting our website, YouTube and Google are informed of the page accessed, and your IP address is transmitted to Google servers in the USA, regardless of whether the video is viewed or whether you are logged into your YouTube or Google account.

This data transfer can be prevented by logging out of your YouTube account or by setting an opt out cookie.

## **11. Google Maps**

We use Google Maps, a service provided by Google Inc, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA, to display our location.

During your visit, your IP address is transmitted to Google regardless of whether you are logged into a Google account. This can be avoided by logging out of your Google account. Google's privacy policy can be consulted on their official website.

## **12. Changes**

Any future changes to this Privacy Policy will be published on our corporate website.

## **13. Contact Us**

Questions, comments or requests regarding this Privacy Policy or the processing of your personal data are welcome.

Please contact the Data Protection Officer of VENTIMIGUIS UNIPessoal, LDA in writing:

Email: [henriette.hopkins@ventimiguis.com](mailto:henriette.hopkins@ventimiguis.com)

Address:

VENTIMIGUIS UNIPessoal, LDA

Rua Francisco Carqueja, 179, 4th Floor

4350 185 Porto

Portugal

### **13. Contacte-nos**

Perguntas, comentários ou pedidos relativos a esta Política de Privacidade ou ao nosso processamento dos seus dados são bem-vindos.

Por favor contactar sempre por escrito a pessoa responsável pela Proteção de Dados da VENTIMIGUIS-UNIPessoal, LDA. por e-mail:

[henriette.hopkins@ventimiguis.com](mailto:henriette.hopkins@ventimiguis.com)

VENTIMIGUIS - UNIPessoal, LDA

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