

## Privacy Policy

The Des Compagnons Trabalho Temporário, Lda. (hereinafter referred to Des Compagnons), is committed to protecting the personal data that it is entrusted.

Thus, this Privacy Policy establishes Des Compagnons' commitment to the elements with whom it relates in the scope of its commercial activity (e.g. employees, companies using temporary work, partners) aiming to reinforce the trust relationship it has with them in the scope protection of the data for which it is responsible.

Des Compagnons operates in strict compliance with the principles described in this policy, Regulation (EU) 2016/679 (General Regulation on Data Protection), Law No. 58/2019 of 8 August and other specific legislation on data protection.

Des Compagnons is responsible for the processing of your personal data, committing to collect, store, process or transmit your personal data in strict compliance with the purposes identified below, as well as to eliminate them as soon as that purpose ceases to exist or the expiration periods defined.

### → Data we collect

Des Compagnons collects, stores and uses personal data to provide its recruitment, placement, consultancy and subcontracting services.

We have access to this data through the owner, when he submits a spontaneous application, responds to a job advertisement or participates in recruitment campaigns.

We may also have access to personal data through contact with customers, suppliers and service providers, with whom we interact daily in the scope of our commercial activity.

### → Why we collect personal data

We use your personal data for the following purposes:

- i. Service management - so that we can provide you with the service you have hired.
- ii. Compliance with obligations arising from the contracts we enter into with our partners.
- iii. Recruitment of employees;
- iv. Management of human resources;
- v. Management of website users, network and information security;

Any of the treatment activities that we do within the scope of the aforementioned purposes will always have an underlying legal basis under Regulation (EU) 2016/679, namely when you give your consent for a given treatment, if necessary for the execution of a contract that you enter into with us or at a time prior to it, if we have to comply with any legal requirement, if the defense of our legitimate interests (or those of a third party) requires it or, finally, if such treatment is necessary for the defense of vital interests of the data subject or other natural person.

#### → Retention of personal data

We keep your personal data only for as long as is necessary to fulfill the objectives defined above, as well as to comply with the legislation in force.

The data will be anonymized or deleted as soon as these purposes cease to exist or the defined conservation periods cease.

#### → Transmission of personal data

Des Compagnons has to transmit the data necessary to provide its services to which it is dedicated, namely human resources, consultancy and subcontracting. This data will be shared with customers, suppliers or service providers with whom we enter into partnerships.

When there is a legal obligation, we may have to disclose your personal data to authorities, public and/or private entities or third parties.

→ **Rights and form of exercise:**

Under the terms of the European Data Protection Regulation, and as a holder of personal data, you have the rights of access, rectification, deletion, limitation of its treatment, transmission to another entity and opposition.

We will carry out a careful analysis of your requests, assessing their legitimacy and relevance, committing ourselves to respond within the legal deadline for that purpose.

Whenever you have given your consent for the processing of your data, you can withdraw or change it at any time.

To exercise your personal data protection rights or if you need to clarify any questions or doubts about the use that is made of your personal data, you can contact us through the following means:

Email: [protecao.dados@dctt.pt](mailto:protecao.dados@dctt.pt) Tel. 255 164 633

Address: Rua D. João I, nº34, 4590-577 Paços de Ferreira.

If you understand that we have not respected your rights, you can file a complaint with the National Data Protection Commission (CNPd):

Telephone: +351 219 284 400 - Fax: +351 213 976832

Email: [geral@cnpd.pt](mailto:geral@cnpd.pt)

Address: Rua de São Bento, 148 - 3º, 1200-821 Lisboa

→ **Security procedures**

Des Compagnons takes all necessary and legally required precautions to ensure the privacy of the personal data it handles, having implemented technical and organizational measures that prevent misuse, unauthorized access and disclosure, inadvertent alteration or destruction, namely:

- i. Access restriction;
- ii. Monitoring of information systems;



- iii. Use of secure means of data storage and transfer;

Whenever required, it may be necessary to disclose your personal data to authorities or third parties, in which case Des Compagnons has limited control over how your personal data is protected.

→ **Privacy Policy Updates**

This Privacy Policy may be updated in due course, the version of which will be disclosed on the website [www.dctt.pt](http://www.dctt.pt).