



PRIVACY POLICY





1. Introduction: commitment to privacy.

At Energaia we are committed to the privacy of your personal data. We firmly believe in transparency and intend to maintain a relationship with our stakeholders based on respect, trust and mutual interest.

We are committed to maintaining your data securely and working exclusively with trusted partners and entities.

The Data Protection team respects the privacy of the User and processes your personal data in accordance with the laws in force. The data will not be processed for any purpose other than those specified here. The Data Protection team reserves the right to update or modify its Privacy Policy at any time, in particular, in order to adapt it to legislative changes.

We then explain what our privacy policy consists of and why we compile the data we are dealing with.

2. Responsible for the treatment of your data

The **Energaia – Energy Agency of South of the Metropolitan Area of Porto**, headquartered at Avenida Manuel Violas, 476, Sala 23, 4410-137 São Félix da Marinha, is responsible for the personal data you share with us, or the data to which we access through any other means activity.

If you wish to contact Energaia for any question regarding the privacy of your data you may do so through: energaia@energaia.pt or by postal mail, to:

Avenida Manuel Violas, 476, Sala 23

4410-137 São Félix da Marinha

3. Type of treatment, purposes and other relevant information

At Energaia we are committed to the privacy of your personal data, according to the following considerations (which may be adjusted according to the evolution of our needs).

3.1. Navigation on our corporate website.

By browsing the Energaia website, no cookies will be stored. In addition, we treat your browsing data for statistics and analysis of interests in our organization

The data collected on the forms of the website or those sent by email are exclusively for the processing of user requests and will not be used for any other processing





Legal basis: your consent.

3.2. Sustainability Observatory

When browsing the Sustainability Observatory, cookies may be used for session maintenance purposes.

The Sustainability Observatory keeps the actions carried out by registered users for the consolidation and security of the databases.

To know more, consult the Privacy Policy available at the Sustainability Observatory.

Legal basis: your consent.

3.3. Curriculum Vitae

If you leave us your CV through the available means (our email, through LinkedIn etc.), we will treat your data to:

- To manage your possible candidacy in processes of selection of vacancies, present or future, to work with us.
- Contact you if your profile suits the possible needs of our vacancies.
- If within 30 days you are not contacted your CV will be deleted from our database.

Legal basis: your consent.

4. Personal data collected for Direct Marketing?

Energaia will not use your personal data to send you any unsolicited mail whose content has not received your explicit consent. Energaia does not sell or trade its data with third parties.

Do not forget that any content submitted to one of our social networking platforms can be viewed by the public, so be careful about providing certain personal information. We are not responsible for any action taken by others if you post personal information on one of our social networking platforms, and we recommend that you do not share this information.

5. Legitimacy: what allows us to handle your data?

We treat your data on the legal basis expressed in the previous section 3 for each of the treatment activities. Mostly, we treat your data on the basis of your consent. To this end, we provide you with the necessary information and we recommend that you, before giving your consent, carefully read all the information provided and contact us if you have any questions in this regard through the email: energaia@energaia.pt.



We also declare our legitimate interest in the treatment of said data for the performance of Energiaia own activities, such as awareness and information activities, statistical activities and administrative tasks.

6. Receiver: who can access your data?

Energiaia does not disclose to third parties any personal data of its Customers and Users, without their consent, except when required by law.

Our trusted third-party vendors may also access your data under the underwriting agreements to perform a variety of business operations on our behalf. We only provide them with the information they need to perform the service and we require them not to use their personal data for any other purpose. These third parties have an obligation to ensure that the information is processed in accordance with the legislation in force. For our part, we always strive to ensure that all third parties with whom we work maintain the security of your personal data.

7. Duration: how long do we keep your data?

We propose to store your data only for as long as it is necessary for the purpose for which we treat your data, to satisfy your requests or to fulfill legal obligations. In this sense:

- Personal Data obtained when creating a web account: until you ask us to eliminate them or for a maximum period of 8 years.
- Personal Data obtained by giving consent to the sending of communications through any other procedure: until you cancel, request the deletion or cancellation of your data, or for a maximum period of 8 years
- Data related to CVs, for 30 days.

We may retain certain personal data to comply with our legal, administrative or regulatory obligations, as well as to administer our rights (for example, to enforce our claims before the courts) or for statistical or historical purposes.

When we no longer need to use your personal data, they will be deleted from our systems and records or become anonymous so that we can no longer identify them.

8. Security: Is my data securely stored?





We undertake to protect your personal data and to take all reasonable precautions to do so. We contractually require that trusted third parties, with whom we may share your data, do the same. We always strive to the utmost to prevent unauthorized access to the personal data we treat. As the transmission of information through the Internet is not completely secure, we cannot guarantee the security of your data transmitted to our website. Therefore, any transmission is made at your own risk.

9. Rights.

We also inform that as the holder of your personal data, you have the right to request access to them, to change them, to limit your treatment in whole or in part, and to decide on the autonomous treatment that you want give and in the limit, withdraw consent and exercise other rights legally provided

