

General Data Protection Regulation

Algarve Privacy Policy

This privacy policy applies to all data that has been directly provided by the data subject or collected through our website in <http://www.algarvestaff.pt> with the prior consent of the data itself, in accordance with the General Data Protection Regulation.

With the entry into force of the General Data Protection Regulation, the protection of personal data is extended, giving its holders new prerogatives, in particular with regard to the rights to transparent communication and the right to information of their rights.

Responsible for treatment

ALGARVE STAFF, located at Buganvilla Plaza 1, Quinta Do Lago, Almancil, 8135-024. Is the entity responsible for the processing of personal data for the purposes of this privacy policy, by automated or not means. This privacy policy applies to all data that has been directly provided by the data subject or collected through our website in <http://www.algarvestaff.pt>, with their prior consent in accordance with the General Data Protection Regulation.

ALGARVE STAFF knows and undertakes to comply with the rules for the processing of data.

For the purposes of exercising the rights mentioned below regarding the processing of data, the Worker may contact, ALGARVE STAFF, in person, by CTT or through the email info@algarvestaf.pt.

Personal data collected and Purpose of data processing.

1. The personal data collected by, ALGARVE STAFF may include, among other elements, the name, personal contact (the mobile phone number, landline or email), the address, the elements contained in the Citizen Card, and other types of personal documents, as well as all types of data, in the context of activities related to the administration and management of the employment contract and the employment relationship between the Parties, may communicate and/or transfer the personal data of the Worker to the entities identified below, not excluding other entities not mentioned, but which have legal legitimacy to process the data in question:
 1. IGFSS - Institute of Financial Management of Social Security;
 2. AT - Tax Authority;
 3. Banking Institutions and Insurance Companies;
 4. INE - National Institute of Statistics;
 5. ACT - Authority for Working Conditions;
 6. Entity that is responsible for the performance of the functions related to Safety, Hygiene and Medicine at work;
 7. Any other entity to which wage processing and/or other functions related to human resource management have been assigned, in particular in the context of the Group's shared services.

The communications and/or transfers referred to in the preceding paragraph are intended, in particular:

- a. the calculation and payment of payments, ancillary benefits, other allowances and bonuses;
- b. the calculation, withholding tax and transactions relating to discounts on remuneration, mandatory or optional, arising from a legal provision;
- c. The performance of non-nominative statistical operations related to the processing of salaries within the scope of the processing entity;
- d. Compliance with the obligations to which the Employer is subject, in particular, in the context of labour, social security and tax legislation.

Such personal data, and others that may be processed by the Employer, will be obtained through this employment contract, as well as through other documents that may be requested by the Employer, in the performance of the functions of the Employee, and, in the course of the employment relationship between the Parties.

Considering the integration of the Employer in the Group, the Worker is already aware of and acknowledges that personal data, identified or that will be collected under other policies and/or internal regulations of the Employer, whether partially or in its entirety, may be communicated and/or transferred to other entities that are part of the Group, non-opposing such communications and/or transfers.

Such communications and/or transfers shall be intended for operations and activities related to the administration and management of the employment contract and the employment relationship between the Parties, and, for the purpose of the legitimate interests pursued by the Employer, ensuring the Employer that in the event of any transfer of data that occurs outside the European Union, both the Employer and the third party recipient of the personal data in question shall comply with their legal obligations as to the conditions for such transfer, in particular as regards the application of appropriate technical and organisational measures to ensure an adequate level of security for the risk.

The Worker expressly declares that prior to the signing of this Agreement he has been informed by the Employer of his rights, in particular with regard to access to personal data concerning him/ her, rectification or payment, limitation or position of processing, to lodge complaints with the supervisory authority, as well as the right to data portability, recognizing that these rights may be limited in compliance with the legal obligations to which the Employer is subject, in particular, in the context of labour, social security and tax legislation.

The form of exercise of the rights referred to in the preceding paragraph may be best described in the Employer's Internal Data Protection Policy.

Any other processing of the Employee's personal data that the Employer comes for purposes other than those identified in this Clause, as well as the subsequent processing of personal data for a purpose other than that for which personal data has been collected, or the existence of automated decisions, including profiling, it will be the subject of information to The Worker through its own regulation and/or policy, where the categories of personal data, purposes, legal basis for processing and any other relevant information are identified.

Data retention period

The Employer shall retain the personal data only for the period necessary to perform the purposes for which they are intended and to comply with its legal obligations considering the definition of this

period, both best practices and the legal obligations to which the Employer is subject, in particular, in the context of labour law, social security and tax policy.

Transmission of data to third parties

The personal data collected will only be used by ALGARVE STAFF and will not be transmitted to third parties, except with the authorization/express request of the holder of the same.

Data protection

ALGARVE STAFF is concerned with the privacy and protection of the personal data of its employees, so technical and organizational measures have been implemented that ensure the confidentiality and protection of your data.

Right to consent

All personal data collected by ALGARVE STAFF, which are directly provided by the owner of the same or collected through our <http://www.algartempo.pt> website, must have the written or digital consent of its holder.

Right of access of the data subject

ALGARVE STAFF undertakes to provide access to all information it holds about the holder of the personal data whenever he/she requests it in writing.

Right to rectification of data

Whenever the holder of the personal data understands that there is a need to rectify any of his/her personal data, ALGARVE STAFF will ensure that this is done as soon as possible, in order to do this, He/she should send an email to info@algarvestaff.pt with the desired changes.

Right to limit the processing of data

The holder of the personal data has the right to request from ALGARVE STAFF the limitation of the processing of his personal data, which ALGARVE STAFF undertakes to guarantee, unless arising from the other national and Community legislation, such data are necessary for the fulfilment of tax or judicial obligations. To request for any date ALGARVE STAFF has, an email will need to be sent to info@algarvestaff.pt to express their will.

Right to the payment of data

The holder of the personal data has the right to request ALGARVE STAFF the deletion of all his/her personal data, ALGARVE STAFF undertakes to ensure that such request is effective and permanent, unless arising from the other national and Community legislation, such data are necessary for the fulfilment of tax or judicial obligations. To request ALGARVE STAFF to delete and data an email will need to be sent to info@algarvestaff.pt.

Right to portability and transmission of data

ALGARVE STAFF undertakes to provide the personal data of the respective holder, within an acceptable period and in a legible and current format, if requested by the holder of the personal data so that they can be used by another entity.

Right to opposition

The holder of the personal data has the right to objects to any or all types of processing of data concerning him or her, provided for or not in this privacy policy, ALGARVE STAFF as the controller of the data ensures that they are no longer processed for this purpose, unless it presents compelling and legitimate reasons for such processing that prevail over the interests, rights and freedoms of the data subject, or for the purposes of the declaration, exercise or defence of a right in judicial proceedings.

Right to complain

The holder of the personal data has the right to lodge a complaint with a supervisory authority if he considers that his data is not being processed in accordance with applicable legislation (e.g. National Data Protection Commission - https://www.cnpd.pt/bin/duvidas/queixas_frm.aspx).

Changes to privacy policy

ALGARVE STAFF reserves the right to change its Privacy Policy, which will be available for consultation at any time on our website at <http://www.algarvestaff.pt>