

## Privacy Policy

The following Privacy Policy is valid after 25th May, 2018. This policy is checked periodically and, at least annually, in order to ensure the compliance with the General Data Protection Regulation (GDPR) and legislative requirements defined by law, where appropriated.

### **a) Personal Data**

Personal Data is defined in the scope of GDPR as “any information relative to a singular identified or identifiable person (“data holder”); a singular identifiable person is the one who can be identified, directly or indirectly, in particular by reference to a identifier such as a name, identification number, location data, an identifier by electronic way or to one or more specific elements from physical, physiological, genetic, mental, economic, cultural or social identity of that person” (Article 4, GDPR).

### **b) Marketing Communications**

When subscribing our newsletters list, the user allows Jorge Lozano, Lda. to collect the following personal data:

- . Name
- . E-mail

Jorge Lozano, Lda. collects these informations in order to provide the marketing communications requested by the user.

The user will always have the option to unsubscribe or update the subscription on the footer of our marketing e-mails at any time. Personal data is stored and processed by MAILCHIMP.

Jorge Lozano, Lda. commits to not sharing users’ data with thirds parties and to not sending irrelevant e-mails to users.

### **c) Website Users**

Your privacy is important to us. Personal information collected by Jorge Lozano, Lda. is only used to answer and process your inquiries. Personal information will not be used for commercial purposes and also shared with other organisations or third parties, except where demanded by law or regulations.

The user will not receive any e-mail from Jorge Lozano, Lda., simply as a result from its visit to our website.

However, we emphazise that confidential communication is not garantied by Internet and is up to the user to take the appropriate measures in order to protect its own personal data and/or software against any corruption promoted by internet circulating virus.

Jorge Lozano, Lda. takes the appropriate mesaures to keep all users’ informations safe in our website.

Each user must understand that the open nature of Internet allows the circulation of data through networks that don't have any safety measures and that can be accessed and used by people different from the ones the data was destined.

Jorge Lozano, Lda. can't ensure that those communications are not intercepted or modified or that arrive safely to the intended recipients.

#### **d) Cookies**

Cookies are fragments of data which a website can download to the rigid disk of the computer for registration purposes. Cookies can make website utilization easier, storing users' preferences and those informations can stay in the computer after logging off.

Most of the browsers are pre-configured to accept cookies.

##### **d1) Cookies Utilization**

Our website uses Cookies from Google Analytics to collect information about how our visitors use and browse in our website.

Cookies collect the following information: number of visitors, pages viewed and visitors localization.

Information collected is anonymous and can't be used to personally identify the user.

We also use independent Cookies to facilitate the browsing in our website, remembering users' language preferences and region.

##### **d2) Cookies Management**

Most of the browsers allow some control of the majority of Cookies, by its configurations, through which users can manage and adjust their session Cookies.

For more information about Cookies, including its configuration and management, visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

#### **e) Trainees, Suppliers and Clients**

In the scope of technicians training and certification activity, Jorge Lozano, Lda. collects trainees personal data and performs its processing, in order to print the training certificates through platform SIGO (Sistema Integrado de Informação e Gestão da Oferta Educativa e Formativa), which is coordinated and managed by Direcção-Geral de Estatísticas da Educação e da Ciência (DGEEC).

Platform WINDA (Global Wind Industry Training Records Database) is a data base which stores personal data inserted by each trainee, in order to get a personal ID. This situation only occurs in GWO training courses, which are promoted by Jorge Lozano, Lda.

About IPAF (International Powered Access Federation) training courses, Jorge Lozano, Lda. only collects trainees personal data after being inserted in the registration sheets, and its processing is made by IPAF in its own platform.

#### **f) Data Holders Rights**

The data holder has the following rights:

- The right to be informed
- The right to access
- The right to rectificate
- The right to delete
- The right to restrict the processing
- The right to hold data
- The right to oppose
- The rights to create a profile and to take automated decisions

#### **g) Images and Videos Collection**

Jorge Lozano, Lda. has the authorization from the National Commission for Data Protection to collect personal data, images and mute videos, in its own facilities in Queluz.

For any question related with our Privacy Policy, you can use the following e-mail address from the Data Protection Responsible:

[helena.lozano@jorgelozano.pt](mailto:helena.lozano@jorgelozano.pt)  
(Helena Lozano)