

## PRIVACY POLICY

The current document was created regarding the General Data Protection Regulation (GDPR), which became official after the 25<sup>th</sup> of May 2018. This policy is annually revised, in order to fulfil the GDPR and applied legal requirements.

### a) Personal Data

Personal data are defined in the scope of GDPR as “any information related to a singular identified or identifiable person (data holder). Identifiable singular person is the one who can be directly or indirectly identified, in particular with reference to identifiers like name, identification number, localization data, electronic identifier or specific elements related to the physical, physiological, genetical, psychological, economical, cultural or social characteristics of the person” (*In Article 4, GDPR*).

### b) Marketing Communications

Jorge Lozano, Lda. e-mail data base is composed only by electronical addresses from its clients, suppliers and partners, as well as from ex-participants of former events organized by Jorge Lozano, Lda. In this case, Google Forms services are used to send a form to the participant, in order to check their agreement to be included in our mailing list. Our data base includes the following personal data:

- . Name
- . E-mail

Jorge Lozano, Lda. only sends marketing communication for previously authorized e-mail addresses, and users can also unsubscribe from the mailing list at any time, having a link in every communication for that purposes.

Their data is stored and processed using the mailing service MOOSEND (<https://www.moosend.com>).

Jorge Lozano, Lda. agrees to not sharing users' personal data to others and to not sending e-mails with irrelevant information.

### c) Website Users

Personal data collected by Jorge Lozano, Lda. is only used for answering and process users' accesses, as well as to optimize and improve our marketing service to clients. The official website of Jorge Lozano, Lda. (<https://www.jorgelozano.pt/en>) has a tracking code from Google Analytics, in order to track users activity in it.

The following information is collected from users:

- . N<sup>o</sup> of accesses
- . N<sup>o</sup> of sessions
- . N<sup>o</sup> of accesses/session
- . Pages preferences
- . User localization

Personal data will not be used, at any time, for commercial purposes and shared to other organizations, except when required by law or applied regulations, being only used for treatment by our Marketing services and monthly track the website performance. Users will also not receive any *Remarketing* e-mail from Jorge Lozano, Lda. by just accessing our website.

Jorge Lozano, Lda. website has an SSL Certification, renewed every 3 years, in order to ensure the integrity and privacy of users' data.

### d) Cookies

Cookies are data fragments collected by a website and stored in users' own local disk. These fragments allow the optimization of users' access to websites, by storing the information of their preferences, which can still stay in the computer after ending the session and exiting the website.

The main browsers are pre-configured to accept cookies, although they also allow users to manage and set their own cookies preferences.

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

In the scope of its training solutions, Jorge Lozano, Lda. collects personal data from trainees, in order to print the certification documents using the national platform SIGO, which is managed by the General Directorate for Education and Sciences Statistics (DGEEC).

The online platform WINDA (Global Wind Industry Training Records Database) is a data base which stores trainees' personal data, in order to generate personal ID's. This situation is only applied to GWO Training Courses.

Regarding IPAF Training Courses (International Powered Access Federation), Jorge Lozano, Lda. only collects trainees' personal data from the pre-course registration forms, and its processing is exclusively performed by IPAF, in its own platform.

For more information about WINDA and IPAF Privacy Policies, please click on the links shown under:

- . WINDA - <https://www.globalwindsafety.org/winda/winda-data-privacy-policy>
- . IPAF - <https://www.ipaf.org/en/privacy-policy>

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

Data holders have the following rights:

- The right to be informed
- The right to access
- The right to correct
- The right to delete
- The right to block processing
- The right to data portability
- The right for opposition
- The right to create a profile and decide automatically

#### **g) Images and Videos Recording**

Jorge Lozano, Lda. is authorized by the National Commission for Data Protection to collect personal data, images and mute videos, inside its own facilities.

For any questions regarding our Privacy Policy, please contact our Data Protection Responsible, Helena Lozano: [helena.lozano@jorgeolozano.pt](mailto:helena.lozano@jorgeolozano.pt)

Helena Lozano  
Financial and HR Dept.  
Data Protection Responsible  
Jorge Lozano – Trabalhos em Altura, Lda.

(Queluz, 5<sup>th</sup> of March 2020)