

## 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 updated annually, once any modifications are performed in the previous version, in order to fulfil the GDPR and applied legal requirements.

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, economic, cultural, or social characteristics of the person” (*In Article 4, GDPR*).

### 1. Marketing Communications

Jorge Lozano, Lda. e-mail data base is composed only by electronical addresses from its clients, suppliers, and partners, as a result of contacts established between our them and our company. Our data base includes only the following personal data:

- . Client name
- . E-mail(s)

Jorge Lozano, Lda. only sends marketing communications to our clients, suppliers and partners' email addresses, and they can always unsubscribe from our mailing list at any time, by using the appropriate link displayed in every communication they receive from us. Jorge Lozano, Lda. assumes the responsibility of not sharing any data with third parties, which is stored and processed using the MailDirect service “Mailchimp” (<https://www.mailchimp.com>).

### 2. Contact Form

In 2021, Jorge Lozano, Lda. established an online contact form, so that clients can easily and directly contact us via email, and also allowing us to identify the contact leads (Website, Social Networks or MailDirect).

For this purpose, the user fills a contact form built on Microsoft Forms (<https://forms.office.com/r/6umKj3SiwC>), only available in Portuguese, which collects the following data:

- . Name
- . Company
- . Phone/mobile
- . E-mail
- . Subject
- . Description
- . Contact Lead

All data are stored in Jorge Lozano, Lda.'s professional account on Microsoft 365, being only used by our services to contact with the user. Jorge Lozano, Lda. assumes the responsibility of not sharing any of this data with third parties.

### 3. Website ([www.jorgelozano.pt](http://www.jorgelozano.pt))

#### 3.1 SSL Certification

Jorge Lozano, Lda.'s website has an AutoSSL Certification, provided by the hosting platform, which in this case is WordPress, to ensure the integrity and privacy of users.

### 3.2 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.

### 4. 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>

### 5. 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

### 6. Image and Video 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 through the following email address: [helena.lozano@jorgeolozano.pt](mailto:helena.lozano@jorgeolozano.pt)

Queluz, 17th January 2023,

**Helena Lozano**

Financial Department and Human Resources  
Data Protection Responsible  
Jorge Lozano – Trabalhos em Altura, Lda.