

PRIVACY AND PERSONAL DATA PROTECTION POLICY

Mário Martins - Atelier de Arquitectura, Lda. [from now on referred to as MMA] gives great importance to the protection of the personal data of our clients, partners or others, both in the context of previous contacts, in the contract process and in carrying out the work.

Therefore, we have adopted the most appropriate technical and organizational measures to guarantee the security, confidentiality and integrity of personal data and other documents that are provided to us, which are necessary for the purposes for which they are requested and authorized. In the event that they are not provided to MMA, the contract / provision of services cannot be fulfilled. We collect only the appropriate, relevant and necessary data in relation to the purpose for which they are collected.

The data given in the business relationship established with MMA are treated in accordance with the legally applicable precepts, namely:

- The data are processed in a legal, loyal and transparent way;
- They are collected for specific, explicit and legitimate purposes, and will not be further processed in a way which is incompatible with those purposes;
- They are processed in an appropriate and relevant way, limited to what is necessary in relation to the purposes for which they are processed;
- They are processed in an accurate way and updated if necessary. Appropriate measures will be taken to ensure that inaccurate or incomplete data are erased or rectified, taking into account the purposes for which they were collected or for which they will be subsequently processed.

Your personal data and other documents will be kept for the period of time necessary to provide the work / services for which they are intended and for the fulfillment of the legal obligations of MMA, as well as for copyright and related rights.

By providing your personal data and other documents to MMA, the client, partners or others acknowledge and agree that they are used and treated in accordance with the terms of this privacy and personal data protection policy.

Personal data and other documents may be made available to entities involved in the process, to other partners, in the context of previous contacts, both in the signing and execution of the contract, and may be processed by other entities to whom MMA intends to subcontract services.

For the purposes described and in compliance with the legal obligation, personal data and other documents may be made available to judicial, administrative, supervisory or regulatory authorities.

The owner of personal data and other documents has the right to ask MMA, with a request in writing to the Data Protection Officer (from now on referred to as DPO) for:

- Access, under the terms and conditions legally established, to personal data concerning you and that are subject to being processed by the DPO;
- The correction or updating of inaccurate or out-of-date personal data about you;

- The processing of missing personal data when these are shown to be incomplete;
- The erasure, in cases specifically provided for by law, of personal data concerning you;
- The limitation, verified by conditions foreseen in law, of the processing of personal data.

Upon written request, addressed to the DPO, the owner of the personal data is also entitled to:

- Withdraw the consent given, when the processing of data is only based on consent;
- Receive from the data controller, in a current digital format which can be automatically read, the personal data that concern the owner and which have been supplied by them based on:
 - a) Consent given by the owner of the data or,
 - b) In a signed contract,

You may request, in writing, the respective data to be given to another person responsible, whenever this is technically possible.

Personal data and other documents will be processed by MMA, the entity responsible for data processing, which, in order to monitor compliance with the Privacy Policy, has made its employees and collaborators aware of the necessity for strict compliance with the principles of privacy and data protection, establishing procedures and adopting adequate technical and organizational measures to protect personal data against loss, destruction or damage, accidental or unlawful, as well as to ensure that the data provided are protected against access or use by unauthorized third parties.

This policy is of a general nature and therefore the information provided in it may be supplemented or removed in whole or in part by other more specific policies, notices or information which may have been or will be made available in the context of certain types of processing of personal data.

You may request and obtain additional detailed information or clarify any questions about this Privacy and Personal Data Protection Policy, referring your questions to the data controller: Data Protection Officer
Rua Francisco Xavier Ataíde de Oliveira, Lt. 32/31 - Loja P
8600.775 Lagos Portugal or dpo@mariomartins.com

You may make complaints to MMA about how your personal data are processed, without prejudicing your right to complain also to the relevant authority.

This Privacy Policy may be changed at any time, without the prior and express consent of the owner of the data. Any significant changes will be communicated with the degree of publicity corresponding to its relevance.