# **PRIVACY POLICY**

Last update September 2021

CR PRO, LDA is determined to protect the privacy of its clients, being not only subject to the higher privacy standards, but also declaring that will only use your personal data in accordance with the legal requirements set out for data protection, in a compliant and transparent way.

#### How we use your information

CR PRO, LDA uses the personal data of its Clients and/or Potential Clients for the exercise of the following activities: i) construction – using the brand CR PRO and ii) real estate – using the brand CR PRO HOMES

The personal data will be collected and used for the following purposes: to prepare quotations, to provide construction, repair and renovation of buildings and/or real estate services, namely to enter into contracts (e.g. building contracts, sale and purchase agreements, real estate contracts, among others), provide administrative support to Clients in the process of buying, selling or leasing a property, to inform the Clients of the existence of promotions or marketing campaigns and/or to comply with legal obligations.

For the purposes of this Policy, the term "Personal Data" means the information that relates to you and that allows us to identify you, directly or indirectly. Your Personal Data may include, but is not limited to, for example, your name, your tax identification number, your civil identification number, your contacts (physical or electronic), your transactions and your interactions with us.

## Responsible for data processing – Controller

Your personal data will be processed by CR PRO, LDA, legal person registered at the Loulé Commercial Registration Office with head office in Rua dos Brejos N° 3, 8200-101 Albufeira (hereinafter referred to as CR PRO, LDA).

CR PRO, LDA is responsible for the processing of the personal data of its clients and/or potential clients and through automated means or not, as from its collection, organization, storage until its deletion.

CR PRO, LDA knows and complies with the rules established for the processing of personal data, foreseen in the Regulation (EU) 2016/679, of the European Parliament and the Council of 27<sup>th</sup> April 2016, hereinafter designated GDPR.

#### **Purpose**

Your personal data will only be used for the purposes above referred (to enter into contracts, provide customer services, marketing activities and/or other legal obligations).

We ensure that the collection and use of your personal data is lawful. Therefore, for the purposes listed above, we only use your personal data if one of the following conditions apply:

- You have given us your consent
- We need your personal data for the performance of a contract you enter into with us
- We need to comply with legal obligations
- We have a legitimate interest in processing the personal data.

Your data will not be transmitted to other entities, unless strictly necessary, nor will be used for different purposes of those above referred. We do not allow third-party suppliers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **Security Measures**

To help protect and keep the security, integrity and availability of your data we continuously endeavor to implement and keep security measures adequate to protect your data in accordance with the legally applicable data protection requirements.

The measures adopted include administrative, technical, physical controls and procedures that guarantee the protection of your personal data, preventing its improper use, unauthorized access and disclosure, loss, improper or inadvertent alteration or unauthorized destruction.

Among others, we highlight the following measures:

- i. Restricted access to your personal data only by those who need it for the purposes we have set out above:
- ii. Storage and transfer of personal data only in a secure manner;
- iii. Protection of information systems to prevent unauthorized access to your personal data;
- iv. Implementation of mechanisms that ensure the safeguarding of the integrity and quality of your personal data;

If CR PRO, LDA outsources to third-party suppliers services that include the processing of personal data those entities will be obliged to adopt all the necessary technical and organizational measures in order to guarantee the protection of your personal data against destruction, loss, alteration, disclosure, unauthorized access or any other sort of unlawful processing.

#### Retaining personal data

Your personal data will only be retained during the necessary period of time within the scope for which they were collected, applying appropriate criteria of retaining of information for each processing in line with the applicable legal and regulatory obligations.

#### Alteration or removal of consent

When applicable, the consent can be revoked at any time, although the revocation is only applicable for future situations, it does not have retroactive effects, therefore the processing that occurred before the revocation is not covered by it.

After the revocation of your consent you will no longer be contacted not will receive communications for the purposes described in this Privacy Policy.

# Rights of the data subjects

As a personal data subject you are entitle to the following:

- access your data
- ask the rectification of your data
- ask the deletion of your data
- withdraw the consent to the processing of your data, when applicable

ask the portability of your data to an entity informed by you.

We highlight, however, that if there is any legal obligation that overwrites these rights, CR PRO,

LDA will inform you of the impossibility to complete the request, informing the respective grounds

to do so.

Contacts:

To exercise your data protection rights or whenever you have any questions related to your

personal data you should contact us by the following means:

Responsible for Data Protection

Email: info@crpro.pt

Telephone: +351 289 586 609

Right to complaint

If you consider that your personal data is not being processed in accordance with the GDPR you

have the right to present a complaint to a regulator. The Portuguese regulator is Comissão

Nacional de Proteção de Dados - CNPD | Rua de São Bento, nr. 148, 3, 1200-821 Lisboa | Tel:

+351 213928400 | Fax: +351 213976832 | email: geral@cnpd.pt

**Changes to this Privacy Policy** 

CR PRO, LDA reserves the right to proceed to changes and/or revisions to the present Privacy

Policy, being any changes and/or revisions published in the present website.