

Privacy and Data Protection Policy

Marques Antunes Engenharia, Lda. (**MAE**), as responsible for the processing of data, values your privacy and is concerned with how your personal data is processed.

MAE recommends that you read this Privacy and Data Protection Policy, taking into account the date of the version presented, which may change over time.

What personal data is collected and processed

We may collect your personal data during the provision of our services. In particular through the use of our website, by contacting or requesting information about budgets or about **MAE** and its services or as a result of contacts you can have with any of our employees or customers, as well as through any application or recruitment processes.

Personal data processed by **MAE** include:

- Identification data, such as your name, company, position or function;
- Contact details such as postal address, email address and phone numbers;
- Financial information, such as tax identification number or forms of payment and issuance of invoices;
- Data you provide to us for scheduling meetings or attendance at events;
- Personal data obtained by **MAE** in its own name or generated by our customers in the context of the provision of our services;

How we obtain personal data

- The collection of your data can be done as part of the procedure for contracting our services, extending to third parties as necessary, in the course of the provision of our services;
- Through our website and electronic communications sent to **MAE**;
- When you provide them to us, or interact directly with us, such as through contacts with our employees.

For what purposes we use your personal data

We use your data:

- To provide our services, which may include the processing of third party personal data on behalf of our customers
- To provide information you request from us
- In pursuit of our legal obligations
- To enable the exercise of the rights of the holders of the data
- To make available and improve our website

On what basis we use your personal data

We use your personal data on the following grounds:

- Pre-contractual steps, which precede a contractually regulated business relationship or declaration of the negotiating will
- Compliance with the obligations arising from the contract concluded
- To comply with regulatory and legal obligations
- For legitimate business purposes
- With your specific consent

How long we keep personal data

MAE treats and retains the data:

- As long as the purpose for which the data was collected is maintained, and for the period in which you maintain a contractual relationship with you
- Within the time limits set by law, in particular in the context of guarantees;
- Depending on the limitation periods for possible legal proceedings.

With whom we share your personal data

We may share your personal data with third parties in accordance with the contractual provisions in force, including:

- Our consultants and auditors
- Suppliers with whom **MAE** subcontracts certain services
- Information technology service providers.

When necessary, or for the reasons set out in this policy, personal data may also be shared with regulatory authorities, courts and official entities.

MAE may use social networks such as LinkedIn, Instagram and Facebook. If you are a user of these services, you should review the privacy policy of these companies for more information about how they handle your personal data.

How we protect your personal data

We use a variety of technical and organizational measures to help protect your personal data from unauthorized destruction, loss, alteration, disclosure and access in accordance with applicable data protection laws.

Your rights in relation to your personal data

The General Data Protection Regulation and other applicable data protection laws enshrine certain rights for data subjects, including:

Right of Access - right to obtain confirmation of what are your personal data that are processed and information about them, such as what the purposes of the processing are, what the retention periods are, among others.

Right of Rectification - right to request rectification of your personal data that is inaccurate or to request that incomplete personal data be completed, such as address, NIF, e-mail, telephone contacts, or other.

Right to the deletion of data or "right to be forgotten" - right to obtain the deletion of your personal data, provided that there are no valid grounds for its retention, such as cases where the **MAE** has to retain the data in order to comply with a legal obligation or because judicial proceedings are underway.

Right to Withdraw Consent - right to withdraw your consent at any time for the processing of personal data, such as in the case of processing of data for marketing purposes, without compromising the lawfulness of the processing carried out on the basis of the consent previously given.

Right of Opposition - the right to oppose, at any time, to the processing of data, provided that there are no legitimate interests prevailing over their interests, rights and freedoms, such as the defense of a right in judicial proceedings.

The exercise of rights is free of charge, unless it is a manifestly unfounded or excessive request, in which case a reasonable fee may be charged in view of the costs.

Exercise your rights at the following email address: info@mae.com.pt

Use of Cookies

On our website we use essential cookies to optimize and improve the performance of our website, and to enable a better experience of our users. Data collected through essential cookies do not allow obtaining the identity of users.

Most of the cookies used by our websites are essential cookies, that is, they are strictly necessary for the operation of the website. Examples of this type of cookies are: user input cookies; authentication cookies; cookies for multimedia content playback software.

You can delete all cookies already installed on your computer or mobile device, or enable an option that makes it impossible to install. For more information about third-party cookies, and how to remove them, please refer to the following pages according to the browser you use:

- Microsoft Internet Explorer - <https://goo.gl/4YX3oC>
- Google Chrome - <https://goo.gl/MXbV SX>
- Mozilla Firefox - <https://goo.gl/KBZH99>
- Apple Safari - <https://support.apple.com/pt-pt/HT201265>

Lagos, February 22nd, 2022