

Privacy Policy

Untile, LDA (Tax ID 508688256), hereinafter referred to as Untile, is aware of the implications and its responsibility to comply with the changes introduced in terms of personal data protection, namely with the entry into force on May 25, 2018 of the General Data Protection Regulation, approved by Regulation (EU) 2016/679, of April 26, 2016, and with Law No. 58/2019 which implements it in Portugal.

Untile hereby assumes the commitment to ensure the protection of all personal data made available to it, and has for this purpose adopted various security measures, of a technical and organizational nature, in order to protect personal data against any form of unlawful processing.

Untile also assumes the commitment to continuously improve the set of procedures and techniques implemented for the protection of personal data, also counting on all suggestions that the users of this website may send to us.

These Privacy Terms and Conditions apply exclusively to the processing of personal data by Untile collected through its website or commercial and promotional actions.

Identification and contacts:

Name: Untile

Tax ID: 508688256

Headquarters: Rua Manuel Espregueira 174, 4900-318 Viana do Castelo

Telephone: 258 834 112

General email: hello@untile.pt

Business email: business@untile.pt

Recruitment email: careers@untile.pt

Security incidents email: security@untile.pt

Data protection email: dpo@untile.pt

Untile, by its size and activity, is not required to appoint a formal Data Protection Officer (art. 37 GDPR). Data protection matters are handled by the CEO, Miguel Oliveira, as the point of contact.

1. Purpose of Processing

Personal data is collected exclusively for the following purposes:

- Response to contact requests;
- Commercial management;
- Improvement or personalization of our services;
- Sending newsletters and other promotional actions. Customers may cancel their newsletter subscription by email, clicking on the link in the newsletter we send by email.
- Applications for existing vacancies and/or spontaneous applications.

2. Personal Data Collected

The data collected is limited to name and email address, and is used for the purposes provided in this policy, and may be obtained through:

- Website contact form;
- Job application form.

3. Data Collection

3.1 Contact Form

By filling out this form, the user gives their consent and authorizes the collection and processing of their personal data, specifically the email address and telephone number, for the purposes of requesting a quote/contact by Untile.

This consent term is in compliance with the provisions of articles 7 and following of the new Data Protection Regulation – Regulation EU 2016/679 of the European Parliament and Council, of April 27, 2016, constituting a manifestation of will, free, specific, informed and explicit, by which the data subject accepts, through a statement, that the personal data concerning them are subject to processing in the legally permissible manner. The data subject declares that the data provided are true and accurate and their insertion duly authorized,

assuming sole responsibility for their content.

3.2 Newsletter Subscription Form

By filling out this form, the user gives their consent and authorizes the collection and processing of their personal data, specifically the email address, for the purposes of providing and distributing Untile's newsletter.

This consent term is in compliance with the provisions of articles 7 and following of the new Data Protection Regulation – Regulation EU 2016/679 of the European Parliament and Council, of April 27, 2016, constituting a manifestation of will, free, specific, informed and explicit, by which the data subject accepts, through a statement, that the personal data concerning them are subject to processing in the legally permissible manner. The data subject declares that the data provided are true and accurate and their insertion duly authorized, assuming sole responsibility for their content. The data subject may request to be forgotten as provided in section 7.

The personal data provided will be processed by Untile, as the entity responsible for the collection, storage, conservation and processing thereof, being intended for the distribution of the company's newsletter.

3.3 Application Form for Existing Vacancies and/or Spontaneous Applications

By filling out this form, the user gives their consent and authorizes the collection and processing of my personal data, for the purposes of applying for existing vacancies and/or spontaneous applications.

This consent term is in compliance with the provisions of articles 7 and following of the new Data Protection Regulation – Regulation EU 2016/679 of the European Parliament and Council, of April 27, 2016, constituting a manifestation of will, free, specific, informed and explicit, by which the data subject accepts, through a statement, that the personal data concerning them are subject to processing in the legally permissible manner.

I declare that the data provided are true and accurate and their insertion duly

authorized, assuming sole responsibility for their content.

The personal data provided will be processed by Untile, as the entity responsible for the collection, storage, conservation and processing thereof, being intended to respond to recruitment processes and/or formation of a job bank.

The data submitted will be stored for a period of 5 years under the terms of article 32 of the Labor Code, during this period, the data subject may be contacted for another job opportunity within the same area to which they applied.

4. Consent

Before the first promotional message or newsletter is sent, express consent from the data subject will be requested for sending this type of message.

This consent will be requested via email and the data subject will only receive messages if they respond positively. If the response is negative, their data will be deleted.

5. Retention Period

Personal data collected will be retained as long as there is consent from the data subject for the purposes provided in section 1.

6. Sharing of Personal Data

The collected personal data may be transmitted to subcontracted entities for the provision of services, namely for hosting and backup purposes, and to technology service providers that support the operation of the website, communications and newsletter platform under the terms of contracts entered into with them.

Data may also be communicated to third parties to comply with Untile's legal obligations, following a decision by the National Data Protection Commission (CNPD) or other relevant control authority, a court order, to protect vital interests

of data subjects, or for the purposes of certification, evaluation and measurement of Untile's service levels.

Some of the technology service providers mentioned above are based or process data in the United States of America. In these cases, the transfer is ensured through the provider's adherence to the EU-US Data Privacy Framework and/or the entry into Standard Contractual Clauses approved by the European Commission, ensuring a level of protection equivalent to that of the European Union.

Untile does not sell or transfer personal data to third parties for third-party marketing purposes.

7. Rights of Data Subjects

To access, correct, add, update, delete or change the consent of communications, the data subject should contact Untile through the email dpo@untille.pt. Such requests will be processed as quickly as possible.

You may also use this form of contact for any clarification or suggestion regarding these terms and conditions.

These requests will be processed as quickly as possible, and within a maximum period of one month, in accordance with the GDPR. For this purpose, it is sufficient to contact Untile by telephone, email (dpo@untille.pt) or through the contact form available on the website.

The data subject also has the right to lodge a complaint with the National Data Protection Commission (CNPd) — www.cnpd.pt — or to another competent control authority, if they believe that the processing of their data by Untile violates the legal regime in force.

8. Information Security

Untile is an organization with a certified Integrated Management System (ISO 9001 and ISO/IEC 27001), which implies the adoption of appropriate technical and organizational measures to protect personal data against unauthorized access, loss, destruction or undue disclosure. Security incidents can be reported

to security@untille.pt.

9. Minors

Untille does not intentionally collect personal data from minors without the consent of those holding parental responsibility. Where applicable, specific forms of parental consent and consent withdrawal are used ([PA.04-MOD-08](#) and [PA.04-MOD-09](#)).

10. Links to Partner Websites

The Untille website may contain links to third-party/partner websites. The referenced websites are not under the control of Untille, and therefore Untille is not responsible for the content of any of those websites. It is recommended that users of the Untille website, when accessing other websites, consult the pages that, within those websites, refer to their privacy policies.

11. Cookies

Our website uses cookies to improve your browsing experience and optimize site functionality. These cookies collect generic information about how users access and navigate our website, including data for statistical and analytical purposes.

For more information about the types of cookies we use, how we manage them, and how to exercise your rights regarding cookies, please consult our **Cookie Policy**.

12. Complaints and Dispute Resolution

In case of a complaint, the consumer can resort to the Complaints Book, available at the footer of the untille.pt website.

For alternative consumer dispute resolution, the consumer can also contact CIAB — Center for Information, Mediation and Consumer Arbitration, Av. Rocha Paris 103, 4900-394 Viana do Castelo, T. 258 809 335, ciab.viana@cm-viana-castelo.pt, under the terms of Law No. 144/2015.

13. Amendment of Privacy Terms and Conditions

These Privacy Terms and Conditions may be subject to change or revision without prior notice, depending on legislative or regulatory requirements in accordance with the law in force. All significant changes to these terms will be duly communicated to users on the Untile website.

Since these Terms and Conditions may be revised at any time, according to the criteria described above, Untile recommends that its users review them periodically.

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