

Smart Consulting's Privacy Policy

Last updated on 02/05/2024

We value the trust you place in us by sharing your personal information. Your privacy is important, so we are committed to protecting and safeguarding your data.

This **Privacy Policy** aims to clarify how Smart Consulting collects, uses, and processes your personal data.

If you have any questions or would like further clarification, please contact us at geral@smartconsulting.pt or through the address Rua Viriato 13E, Edifício Picoas Plaza, Núcleo 6, 3º Dto, 1050-206 Lisboa.

1. Information Collected

Smart Consulting may collect information relevant to the provision of its services, which should include (and even exceed) personal data such as name, age, contact information and, for example, employment background. In necessary cases, data relating to any criminal convictions may be collected.

Data can be obtained in a variety of ways, including when you send us spontaneous applications or register in job fairs, employee referrals, partnerships to be contacted by Smart Consulting, when you enter into a contract with us (labour, service, or other), or when you fill in your client file.

2. Purpose of Collection

The purposes of the information collected depend on whether you are a candidate, employee, or client. If you are a **candidate**, Smart Consulting may process your personal data for recruitment purposes and contract execution contracts.

If you are a **supplier** or **customer**, your data will be collected and processed to conclude a contract, providing IT consultancy services, communication, fulfilment of legal obligations, and invoicing. We need to store the necessary bank details so that we can make payments for the services provided.

When we collect your personal data for the objectives described above or for other reasons, we inform you in advance or at the time of collection. If you have given your consent to data processing, you have the right to withdraw it at any time.

3. Use of Information

The information you provide will not be sold or shared with third parties without your express consent and will be treated confidentially and securely. The processing of any personal data collected by Smart Consulting, or that provided to it, is the responsibility of **Smart Consulting SA**, legal person no. 509364730, with registered offices at Rua Viriato 13E, Edifício Picoas Plaza, Núcleo 6, 3º Dto, 1050-206 Lisboa.

4. Data Storage

Information is stored in secure environments and protected against unauthorised access. We adopt security measures, including encryption and restricted access policies, to preserve data integrity and confidentiality. Smart Consulting guarantees, constantly, to apply physical and electronic security measures to prevent potential intrusions that may jeopardise the security of the data provided.

5. Access and Control

You have the right to access, correct or delete provided information. As the holder of your personal data, you are allowed to object on grounds relating to particular situations, under the terms of the GDPR (General Data Protection Regulation). You also have the right to demand transparent information, data restriction and portability, complaints about data processing, among others.

To exercise these rights, please contact us using the information provided at the end of this policy.

6. Security

Our company applies strict security measures, through the implementation of firewalls and continuous monitoring, to protect your information from cyber threats. Access to information is only permitted under the terms set out and described above, always subject to contractual confidentiality obligations regarding the involvement of third parties.

7. Cookies and Similar Technologies

Our website uses cookies to improve the user experience. You can manage your preferences in your browser settings or choose not to receive cookies, which will affect the functionality of the website and your browsing experience.

8. Links for Third-Party Sites

Our website site may contain links to other websites whose privacy policies may differ from ours. We recommend that you carefully review the privacy policies of these external sites before providing any personal information or using their services.

9. Marketing Communications

We value your privacy and respect the communication preferences of each client or employee. If you choose to receive marketing communications from us, you may choose not to participate at any moment. To do so, follow the instructions provided in the communications you receive or contact us using the methods listed in the contact information section.

10. Privacy Policy Updates

We are committed to maintaining an up-to-date privacy policy that complies with applicable privacy laws. We recommend that you revisit this policy frequently to be aware of any significant changes. The date of the last revision will always be indicated.

11. Contact Information

As your opinion is important to us, we are open to hearing from you. If you have any questions, concerns or comments about our privacy policy, please contact us via email: geral@smartconsulting.pt.

We are available to help clarify any questions and provide additional information if necessary.

We thank you for trusting Smart Consulting and we reinforce our commitment to protecting your information.