

## **PRIVACY POLICY**

Admin4TI is responsible for processing personal data voluntarily provided by Users.

The information collected by Admin4TI regarding Users is only that which is voluntarily provided by them to contact Admin4TI through the contact form.

The use and processing of personal data collected on our website is carried out in compliance with REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).

### **HOW ARE PERSONAL DATA COLLECTED?**

Form filling;  
Direct contact with Admin4TI;  
Cookies;

Cookies are used to store information, improving the functionality of the website.

Cookies do not give any type of access to personal information or to their Users' computers. They only consist of information that the server places on the website visitor's side, meaning that Users are recognized when they visit the same page again and can be viewed more easily, improving navigability for those who visit a website. Most browsers allow the use of cookies by default. If desired, you can change your browser settings to prevent them from being used.

However, by preventing the use of cookies, you may compromise the way you interact with this website and others, and Admin4TI will not be held responsible for any navigation and interaction problems.

### **WHAT TYPE OF INFORMATION IS COLLECTED AND HOW IS IT USED?**

On our page, we collect your name and email address, for use in marketing campaigns, prizes and newsletters. Only Admin4TI will have access to personal data voluntarily provided by Users of this website. No personal information will be sold or provided to other entities.

We may also collect other information about the customer experience on our website that helps to improve our service. Customer data allows our employees to process your orders, notify you about important changes to site functionality, and more efficiently communicate our products and services. We may also periodically send you by e-mail information about products and services, campaigns, promotions and special offers. If the customer does not wish to be

contacted for these purposes, they may cancel their personal account on our website at any time.

## **DATA RECTIFICATION**

Users may review or update the information provided to Admin4TI at any time by simply contacting us and promoting the respective change. If you wish to completely delete the data provided on the website, you must send an e-mail to Admin4TI at the general address requesting that the account and personal data provided be deleted from the database.

## **RIGHT TO DELETION OF PERSONAL DATA**

Please be aware that, as the holder of personal data, you have the right to obtain from Admin4TI, as controller, the erasure of your personal data, without undue delay, and it has the obligation to erase personal data, without undue delay, if the data personal data are no longer necessary for the purpose for which they were collected or processed or if the consent.

## **VIOLATION OF PERSONAL DATA**

In the event of a breach of personal data, the person responsible for processing (Admin4TI) notifies the competent supervisory authority (Comissão Nacional de Proteção de Dados) without undue delay and, whenever possible, up to 72 hours after becoming aware of it, unless the personal data breach is not likely to result in a risk to the rights and freedoms of natural persons. If the notification to the supervisory authority is not transmitted within 72 hours, it is accompanied by the reasons for the delay.

Whatever the breach of personal data, it is documented by Admin4TI with the following information: the facts related to them, the respective effects and the reparation measure adopted.

## **HYPERLINKS TO THIRD PARTY SITES**

On our website we provide information on who our partners are. If Users click on each of the images, they will be redirected to the respective internet pages.

However, Admin4TI has no control over the information collected by these sites, nor do we have access to this data, so you should read the privacy policy contained in each of them.

## **CONTACTS OF THE PERSON RESPONSIBLE FOR PROCESSING PERSONAL DATA**

Any questions regarding this Privacy Policy should be sent to [geral@admin4ti.pt](mailto:geral@admin4ti.pt)

### **CONTACTS**

Telephone: 913067647 (call to national mobile network)

Email: [geral@admin4ti.pt](mailto:geral@admin4ti.pt)

Address: Av. José Estêvão, n.º 66, Fração A, 3830-556 Gafanha da Nazaré

### **LATEST UPDATE**

May 17, 2023