



SOCIEDADE INDUSTRIAL
DE CORDOARIA, S.A.

PRIVACY POLICY

1. GENERAL SCOPE

SICOR is responsible for this website. This privacy policy covers this website, as well as other sites that mention it.

The user's privacy is very important to **SICOR**.

SICOR guarantees to respect the privacy of the visitor and to process their personal data in a careful and confidential way, in accordance with the applicable legal provisions. Your personal data will not be processed for any purpose other than those specified here.

SICOR reserves the right to update or modify its Privacy Policy at any time, in particular, in order to adapt it to legislative changes. The visitor is thus advised to visit this information regularly.

2. CONSENT

By using this website, the visitor is giving his consent for the collection and use of the information.

SICOR may at any time modify, add or delete any of the privacy policies of this website by updating the content of this page, so this page should be visited regularly.

3. WHAT KIND OF DATA IS COLLECTED BY SICOR?

SICOR collects data about its clients and their employees, including name, gender, age, address and current location, tax number, email, telephone, language, interest in certain products and/or services.

4. FOR WHAT PURPOSES THE USER PERSONAL DATA IS COLLECTED?

The data collected on the website are intended for the processing of orders and communication with Customers, processing of requests for information, statistical analysis, as well as for the purposes of direct marketing.

5. DOES SICOR USE PERSONAL DATA FOR DIRECT MARKETING?

SICOR may use the visitor's personal data to send you any unsolicited email related to products or commercial offers that may be of interest to you. **SICOR** does not sell or trade your data.

The visitor expressly authorizes **SICOR** to send information about products and services that may be of interest to you by using your personal data for the purpose of direct marketing through any communication channel, namely through the use of email, telephone, SMS, MMS or other forms of automatic calling. **SICOR** will not commercialize or share its customer database with third parties.

6. WHO HAS ACCESS TO THE PERSONAL DATA OF THE VISITOR?

Your personal data can only be accessed by employees and collaborators at **SICOR**, to the extent that it is necessary for the performance of their duties at **SICOR** and to provide you with the best service.

SICOR does not disclose to third parties any personal data of its visitors, without its consent, except (1) in the case of **SICOR** Group companies, or (2) when required or permitted by law.

SICOR will take appropriate measures to ensure that there are no unauthorized accesses to your personal data. In addition, **SICOR** shall ensure that its employees or collaborators with access to personal data are adequately trained for their correct processing, with respect to this policy and legal data protection obligations. In the event of non-compliance, **SICOR** will apply disciplinary sanctions to its employees and collaborators.



7. WHERE ARE SAVED THE USER DATA AND FOR HOW LONG?

SICOR stores the data of its visitors on its servers located in Portugal. These servers are protected and maintained in accordance with high standards of security and are in compliance with the applicable privacy laws.

SICOR retains the data collected for the period of 10 years or any other period stipulated by law.

8. ARE USER DATA SAFE WITH SICOR?

SICOR has taken the necessary technical and organizational measures to adequately protect its data regarding unauthorized processing and access.

SICOR develops all the necessary efforts to prevent the unauthorized or illegal use of the visitor's personal data, as well as their loss, destruction or damage.

SICOR protects the security of the visitor's personal data through the following means: (1) use of encryption with certificate in all communications of the website, (2) use of password to access the website and (3) limitation of access to personal data (for example, only **SICOR** employees or collaborators can access the data they need for the purposes described above).

SICOR requests the collaboration of the visitor to maintain the security of the personal data, recommending that: (1) you do not use a login and password that are easy to guess; (2) you change the password regularly; and (3) you do not disclose your password to any other person.

9. AND WHEN THERE ARE LINKS ON THE WEBSITE?

The **SICOR** website may contain links to other websites and e-mail addresses of companies not belonging to **SICOR**. This Privacy Policy does not apply to such websites. If you use a link available on this website to another website and provide personal information on that site, the processing of the data will be subjected to the privacy policy of that website.

10. DOES SICOR USE COOKIES ON THE WEBSITE?

The **SICOR** website uses cookies in certain areas. Cookies are files that store information on your visitor's hard drive or browser, allowing websites to recognize you and to know you have visited them before. Visitors can configure their browser to refuse cookies, but in that case, the website or parts of it may not function properly. Cookies are used to monitor and analyze the use of the website, allowing **SICOR** to identify and better serve the visitor.

SICOR does not share cookies with third parties, including external data providers or websites.

11. WHAT ARE THE VISITORS RIGHTS WITH RESPECT TO THEIR PERSONAL DATA?

According to the Law of Protection of Personal Data, the visitor has the right to be informed regarding the rights that belong to him with respect to his personal data.

In this way, the visitor and holder of the data processed by **SICOR**, has (1) the right of access: the data holder has the right to know if his data is being processed, which data, and in what form, and has the right to be informed of the communication of the data to any external entity. This right includes the right to access your own data; (2) right of rectification: the data holder has the right to update, complete or correct the data, whenever he/she wants; (3) right to forget: the holder has the right to be forgotten, provided that his data is no longer necessary for the purpose that it was collected, and provided that there is no longer any legal duty to maintain the data; (4) right to limitation of treatment: the data holder has the right to obtain from the entity responsible the limitation of the data, which implies erasing some data or not transmitting it when it is no longer necessary, and only those necessary are archived for the fulfillment of a legal duty of retention, or for the future exercise of the defense of a right in judicial process; (5) right to data portability: the data holder has, under the terms and conditions defined by law, the right to request the transmission of such data to another responsible entity; (6) right to oppose treatment: it implies a balance of interests between the need for data to be processed by the entity responsible (public interest, legal duty of retention, protection of the effectiveness of a judicial right) and the individual's interest on the non-treatment of personal data; (7) the right to complain to the National Data Protection Commission when it considers that the legal norms are not being respected in relation to the treatment of personal data.



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11.1. HOW CAN THE VISITOR EXERCISE HIS RIGHTS?

The visitor can exercise his rights through contact with **SICOR**, using the following means:

- Email: sicor@sicor.pt (Opening hours: Monday to Friday, from 8:30 a.m. to 6:00 p.m.)
- Postal mail: SICOR, S.A., Rua 13 de Maio, 1522, 3889-852 Cortegaça, Portugal
- Contact form available at <http://www.sicor.pt/en/Contactos>

Exceptionally, the exercise of the right of rectification, that is, if the visitor wishes to request **SICOR** to correct, complement, block or delete the data in whole or in part in case they are incomplete, incorrect or irrelevant for processing purposes, must be done by the own customer on the website, in the section specifically made available for that purpose.

To submit a complaint to the Supervisory Authority:

Comissão Nacional de Protecção de Dados (CNPD)
Rua de São Bento, nº148, 3º, 1200-821 Lisboa
Tel. 213928400; Email: geral@cnpd.pt