

# OLICARGO

TRANSPORT & LOGISTICS



**POLICY**  
**PRIVACY**

## **PRIVACY POLICY**

### **Introduction**

Olicargo ensures compliance with all legislation relating to the protection of personal data, in particular, the precepts of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (hereinafter, "GDPR"), acting to ensure the highest standards of personal data protection, including confidentiality, integrity and availability of such data.

The main purpose of this Privacy Policy (hereinafter, "Policy") is to inform our website users, in a transparent and concise manner, for which specified, explicit and legitimate purposes their personal data are collected and processed, as well as the respective grounds for lawfulness and applicable retention periods.

### **Who We Are**

Olicargo, S.A., with registered office at Avenida do Empreendedor, no. 1315, 4785-428 Trofa, Oporto, Portugal, collective entity no. 501823328, is responsible for the treatment of personal data collected through the website olicargo.com.

You can contact our Data Protection Officer through the following email:

rgpd@olicargo.com

### **Purposes of Processing**

The personal data collected through our website are intended for the pursuit of the following specific purposes:

- Improving the browsing experience on the website;
- Posting comments;
- Submission of job applications.

### **Grounds for Lawfulness**

The processing of personal data within the scope of our website is based on the following grounds of lawfulness, depending on the purpose of processing pursued:

PURPOSES FOR PROCESSING	GROUNDS FOR LAWFULNESS
Improving the browsing experience on the website	Prior, freely given, specific, informed and explicit consent of the data subject.
Posting comments	Prior, freely given, specific, informed and explicit consent of the data subject.
Submission of job applications	Pre-contractual diligences at the request of the data subject.
Request for Quotation resulting in a contract	Pre-contractual diligences at the request of the data subject.
Request for Quotation not resulting in a contract	Pre-contractual diligences at the request of the data subject.

The exercise of the right to withdraw consent shall not invalidate processing carried out until that date on the basis of consent previously given.

### Data Categories

The personal data that may be submitted on our website and consequently processed by Olicargo includes the following categories:

CATEGORIES	PERSONAL DATA
Identification data	<ul style="list-style-type: none"> <li>• Name</li> <li>• Photography</li> <li>• Nationality</li> <li>• Date of birth</li> </ul>
Contact data	<ul style="list-style-type: none"> <li>• Address</li> </ul>

	<ul style="list-style-type: none"> <li>• E-mail address</li> <li>• Telephone/Mobile Phone</li> </ul>
<b>Professional Life Date</b>	<ul style="list-style-type: none"> <li>• Curriculum Vitae</li> </ul>
<b>Traffic and location data</b>	<ul style="list-style-type: none"> <li>• IP address</li> <li>• Browser user agent</li> </ul>

### Retention Period

Olicargo shall keep the personal data for the period strictly necessary and while the legitimate purposes for which the data are processed subsist, observing the legal rules concerning the terms of conservation of personal data.

Thus, your personal data collected through our website shall be kept, according to the different purposes of processing, according to the following terms:

<b>PURPOSES FOR PROCESSING</b>	<b>RETENTION PERIODS</b>
<b>Improving the browsing experience on the website</b>	<ul style="list-style-type: none"> <li>• 1 year after consent is given; or</li> <li>• Until withdrawal of consent.</li> </ul>
<b>Posting comments</b>	<ul style="list-style-type: none"> <li>• 3 years after the publication of the comment; or</li> <li>• Until consent is withdrawn.</li> </ul>
<b>Submission of job applications</b>	<ul style="list-style-type: none"> <li>• Until the end of the recruitment process; or</li> <li>• 1 year after admission.</li> </ul>
<b>Request for Quotation resulting in a contract</b>	<ul style="list-style-type: none"> <li>• Up to 10 years after termination of the contract</li> </ul>

<p><b>Request for Quotation not resulting in a contract</b></p>	<ul style="list-style-type: none"> <li>• While the commercial proposal is valid</li> </ul>
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Once the maximum retention period has been reached, the holders' personal data will be irreversibly anonymised or will be securely destroyed.

**What rights you have over your data**

In addition to the right to information, Olicargo ensures the data subjects the exercise of their rights as set forth in the RGPD, namely:

RIGHTS	FORM OF EXERCISE
<p><b>Access</b> Right of access to personal data concerning you.</p>	<p>Request, in writing, by email: <a href="mailto:rgpd@olicargo.com">rgpd@olicargo.com</a></p>
<p><b>Rectification</b> Right to request the rectification of inaccurate or incomplete personal data.</p>	
<p><b>Erasure</b> Right to request the erasure of your personal data, provided that no grounds for its retention prevail.</p>	
<p><b>Restriction</b> Right to request the limitation of the processing of personal data concerning you.</p>	
<p><b>Object</b> Right to object to the processing of data based on the legitimate interest of Olicargo,</p>	

and to not be subject to an automated decision, including profiling.

Under the terms of the GDPR, you may lodge a complaint with the national supervisory authority - Comissão Nacional de Proteção de Dados.

### **Where your data is sent**

Visitor comments can be checked by an automated spam detection service.

### **Cookies**

Cookies are small information files that a website asks your browser to store on the device you use to access the internet (for example, your computer or mobile phone). These files help the website to remember information about your visit and make your next visit easier by storing users' actions and preferences for a certain period.

We only use primary cookies - set by us -, for the following purposes:

#### **Technical Cookies**

These cookies are necessary for the website to function and cannot be turned off on our systems. They are usually only set in response to actions undertaken by you, such as:

- If you visit the login page, a temporary cookie will be set to determine whether your browser accepts cookies. This cookie contains no personal data and will be deleted when you close your browser.
- If you edit or publish an article, an additional cookie will be stored in your browser. This cookie only indicates the content ID of the article you have just edited, it does not contain any personal data. It expires after 1 day.

#### **Functional Cookies**

These cookies are of an accessory nature (they are not necessary for the functioning of the website, but may improve its performance), and are used for personalisation and, consequently, the improvement of your browsing experience on our website. For example:

- If you leave a comment on our website you can choose to save your name, email address and website in cookies. This is for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.
- When you log in, some cookies will be set to save your session information and your screen view choices. The login cookies will last for one year.

### **Embedded content from other websites**

Articles on this website may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves as if you visit those websites.

Those websites may collect data about you, use cookies, embed tracking done by third parties, monitor your interactions with it, including logging your interactions with embedded content if you have an account and are logged into those websites.

Accordingly, when you use links to such websites, you should review and accept their rules before using them. We cannot guarantee their quality, nor do we assume any responsibility for the content or other functionality of those websites.

### **Security Measures**

Olicargo guarantees adequate levels of security and protection of the personal data of the data subjects. To this end, it adopts various security measures of a technical and organisational nature, in order to protect personal data against loss, disclosure, alteration, unauthorised processing or access, as well as against any other form of unlawful processing, namely:

- Transfers data in encrypted form;
- Permanently monitors accesses made to the desktop of the website olicargo.com;

- Guarantees the traceability of the data stored on the desktop of the website olicargo.com through the creation of profiles accessible by user and password;
- Conducts regular audits to assess the capacity of the technical and organisational measures adopted;
- Promotes regular awareness and training activities regarding the protection of personal data to its collaborators;
- Adopts mechanisms that ensure the confidentiality, integrity and availability of personal data and the resilience of the information systems in which they are processed;
- Has mechanisms that ensure the re-establishment of the information systems and access to personal data in a swift manner in the event of a physical or technical incident.

### **Changes to the Policy**

This Policy and its revisions are approved by Olicargo's Board of Directors.

Notwithstanding the fact that this Policy may be revised at any time, its contents shall be subject to periodic review, whenever deemed necessary, undertaking any changes or updates deemed appropriate and convenient.

### **Entry into Force**

This Policy enters into force on the date of its publication.

### **Contacts**

For any question related to this Policy, the data holder, or their legal representative, may contact Olicargo's Data Protection Officer at the following email address: [rgpd@olicargo.com](mailto:rgpd@olicargo.com)