

PRIVACY NOTICE FOR THE EXERCISE OF PERSONAL DATA SUBJECT RIGHTS

Under the terms of the *General Data Protection Regulation (GDPR)* (Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016) and Law no.º 58/2019, of August 8, 2019, the Data Subject may request and obtain from the Data Controller confirmation as to whether or not personal data concerning him or her is being processed and, where appropriate, exercise his or her rights to access, request rectification, erasure, restriction, portability or object to the processing of his or her personal data, pursuant to articles 15 et seq. of the GDPR.

RESPONSIBLE FOR THE TREATMENT:

Unipartner IT Services, legal person no. 513662332 is responsible for processing your personal data contained in this form.

Headquarters Unipartner IT Services

Lagoas Park
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Porto Salvo, 2740-245
PORTUGAL
Phone: +351 210 171 610
E-mail: gdpr@unipartner.com
Opening hours: Working days: 09h00 – 13h00/ 14h00 - 18h00

(*) For further contact information, please see the PROCEDURE attached to this form.

CONSERVATION PURPOSES AND DEADLINES:

The personal data collected is processed by Unipartner IT Services exclusively for the following purposes:

- (i) provision for the exercise of your rights, clarification, and management of requests for information submitted through this form, based on compliance with the legal obligation incumbent on the controller under the terms of the GDPR;
- (ii) demonstration of evidence before the Supervisory Authority (CNPD); or
- (iii) proof that the data subject's rights have been exercised if the situation described indicates an administrative offense.

The period during which your personal data contained in this form is kept and stored by Unipartner IT Services for the above-mentioned processing purposes is 5 (five) years after the response to the request, or, if it indicates an administrative offense, the information may only be deleted after 10 (ten) years from the final consolidated decision or final and unappealable court decision.

For additional information on this processing or other questions/complaints, the applicant should *consult the PROCEDURE attached to this form*. For more information on how Unipartner IT Services processes personal data or how to exercise your rights, please consult the [privacy policy](#) available on the Unipartner website: www.unipartner.com

FORM FOR EXERCISING THE RIGHTS OF THE HOLDER OF PERSONAL DATA

(under articles 15 to 22 of the GDPR)

Fields marked with an asterisk (*) must be filled in.

1. Identification Data

Name*: _____

Identification document (ID / CC /Passport / *Termo de Residência*) n°*: _____

Expiration date: ____/____/____ Nationality: _____

Email*: _____@_____ Phone number*: _____

Address*: _____ Postal Code*: _____

2. Characterization of the request

What is the nature of the request? *

- ☐ Request to exercise a right
- ☐ Complaint

Select the type of law you want to exercise (mark with an X the option you want) *

- ☐ Withdrawal of consent [Article 13(2)(c) of the GDPR]
- ☐ Right of access [Article 15 of the GDPR]
- ☐ Right to rectification [Article 16 of the GDPR]
- ☐ Right to erasure ("*Right to be forgotten*") [Article 17 of the GDPR]
- ☐ Right of limitation [Article 18 of the GDPR]
- ☐ Portability rights [Article 20 of the GDPR]
- ☐ Right to object [Article 21 of the GDPR]
- ☐ Rights related to automated decisions, including profiling [articles 21 and 22 of the GDPR]
- ☐ Other. What? _____

Detailed description of the order *

Justification of the reason / Justification of the request *

Indicate if you have documentation relevant to the case or proof of what you claim *

- ☐ **NO**, I don't have documentation to attach to my request/complaint
- ☐ **YES**, I have documentation/evidence, which I enclose with this form

If you answered YES, please indicate the number, name, and brief description of the document(s) submitted *

N° of documents:		
#	Name of the document	Brief description
	Certified copy of valid identification document	

3. Indicate the legal relationship that the Data Subject has/had with Unipartner *

- ☐ Recruitment candidate
- ☐ Employee/Worker
- ☐ Trainee
- ☐ Contractor
- ☐ Customer
- ☐ Partners
- ☐ Suppliers
- ☐ No relation to Unipartner
- ☐ Other. Indicate which: _____

4. Format for sending and confirming the identity of the Data Subject *

How do you want to confirm your identity?*

- ☐ Send in digital format (PDF) to the email gdpr@unipartner.com, this form duly completed and electronically signed, a copy of the valid identification document and the supporting documentation identified above;
- ☐ Presentation of valid identification document and supporting documentation identified above in person at one of Unipartner's customer service points;
- ☐ Send by registered post (CTT) to the address of Unipartner's head office, with this form duly completed, a copy of the valid identification document and supporting documentation identified above.

5. Data Subject Declaration

- ☐ You have taken note of the purposes for which Unipartner collects and processes your personal data contained in the privacy notice associated with this request/complaint
- ☐ You have read the Unipartner [Privacy Policy](#).

Date*: _____, _____ of _____ of 20____

Signature*: _____

6. Preferred response channel

- ☐ Electronic Mail (Email)
- ☐ Letter (CTT) to the address indicated on this form

7. For Legal Representatives in the event that the Holder is a minor or incapacitated, or a third party representing him/her

Representative's name*: _____

Identification document (ID / CC /Passport /Termo de Residência) nº*: _____

Expiration date*: ____/____/____ Kinship*: _____

Date*: _____, _____ of _____ of 20____

Signature*: _____

(For the exclusive use of Unipartner IT Services)

Nº of the request: _____

Verification of the Data Subject's identity and signature by:

Name of the collaborator: _____ at ____ / ____ / ____

☐ N° of ID card _____ valid until ____ / ____ / ____

☐ N° of passport _____ valid until ____ / ____ / ____

☐ Other. What: _____ N° _____ valid until ____ / ____ / ____

PROCEDURE:

Unipartner IT Services provides the owner of the data it collects and processes with a form so that, in a simple and electronic way, they can exercise their rights indicated above.

CHANNEL AVAILABLE FOR EXERCISING THE RIGHTS OF THE OWNERS:

Data subjects can exercise their rights by emailing their request to email@unipartner.com,

CONDITIONS FOR EXERCISING THE RIGHTS OF DATA OWNERS:

1. Confirmation of the data subject's identity:

- (i) To submit your application, you must provide proof of your identity. To do this, you must attach a copy of your identification (CC/BI/Passport/Residence Permit) duly traced and in black and white;
- (ii) This proof will be destroyed as soon as the identity of the data subject has been confirmed;
- (iii) If you do not wish to attach the required proof, you must, alternatively, make your request and prove your identity in person at the Unipartner IT Services head office.

2. Deadlines for responses:

- (i) Requests will be answered within 30 days of submission;
- (ii) In situations where it is not possible to grant the request, depending on the complexity of the request or the number of requests, an extension of 60 days may be granted;
- (iii) To this end, the data subject will be informed of the reason for this impossibility and of the measures that are underway within the legally established deadlines.

3. Response format:

- (i) The reply to the data subject will always be made in writing, in the same format as the receipt of the Request for Exercise of Rights; or
- (ii) As indicated by the data subject in point **6: Preferred response channel** of this form.

INSTRUCTIONS FOR COMPLETING THE DRAFT

When filling in the "**Detailed description of the request**" field, you must provide the following information:

- 1. In the case of an **Access Request**, please indicate for which period(s) you wish to access your data;
- 2. In the case of a **Rectification Request**, please indicate which data you wish to rectify;

3. In the case of a Limitation Request, please state the reason for exercising this right:
 - (i) Dispute the accuracy of my personal data;
 - (ii) The processing of my data is illicit;
 - (iii) Oppose the processing of data under the terms of the GDPR.
1. In the case of a Request to Withdraw Consent, please indicate the purpose for which you wish consent to be withdrawn;
2. In the case of an Opposition Request, please indicate the purposes you wish to oppose;
3. In the case of a Portability Request, please indicate which data you wish to be transmitted and to which entity you wish the information to be sent.
4. In the case of a Deletion Request, please indicate the reason for exercising this right:
 - (iv) My personal data is no longer necessary for the purpose for which it was collected or processed;
 - (v) I have withdrawn the consent on which the processing of the data is based and there is no other legal basis for said processing;
 - (vi) I object to the processing, and there are no prevailing legitimate interests justifying the processing;
 - (vii) My personal data has been processed illicitly;
 - (viii) My personal data must be erased to comply with a legal obligation under European Union law or the law of a Member State to which the data controller is subject.