

PRIVACY AND DATA PROTECTION POLICY

Plantivet Lda respects the privacy of users and customers. This Privacy Policy describes the company, the purpose of using data, processing it and contact methods to exercise rights, all in accordance with the General Data Protection Regulation (GDPR) and other applicable legislation.

User data will be processed by Plantivet, Lda, legal entity no. 509167950, with registered office in Monte do Vale, Perolivas, 7200-203 Reguengos de Monsaraz, telephone no. 266519040, which is responsible, within the meaning of the General Regulation on Data Protection.

Collection and Processing of Personal Data

Personal data corresponds to any information relating to an identified or identifiable natural person, that is, a person who can be identified, directly or indirectly, either by reference to a name, an identification number, location data, electronic identifiers or to one or more specific elements of the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Holders of personal data are natural persons to whom the data relates and users of the website.

Plantivet Lda may process the following categories of personal data, belonging to different categories of data subjects:

- a) Identification data (e.g. name, date of birth, gender, address, contacts, citizen card details, passport and taxpayer number, nationality);
- b) Data relating to professional experience (e.g. education, qualifications, curriculum vitae);
- c) Professional data (e.g. position, function, job description, company);
- d) Professional activity data (e.g. business activities, information relating to processes and dossiers);
- e) Billing and expense data;
- f) Image registration data (e.g. photographic and video images).

Plantivet Lda collects personal data through various means and at different times, and may, in some cases, collect personal data indirectly, namely through public sources.

Plantivet Lda has a strict security policy prioritizing the protection of personal data against destruction, loss, alteration, unauthorized disclosure or access and against any other form of illicit or abusive treatment.

The technical and organizational security measures created and implemented by Plantivet Lda are also required of Plantivet Lda service providers who may process personal data on their behalf.

Grounds for Processing Personal Data

Plantivet Lda may process personal data for the following purposes and with the following legal bases:

- a) To create a customer file;
- b) To send proposals for the supply of plants;
- c) For plant reserves;
- d) conclusion of contracts for the dispatch of vegetative material;
- e) For communications and sending commercial and marketing information;
- f) For invoicing and accounting management (e.g. accounting for expenses, controlling costs and reimbursements);
- g) For judicial and extrajudicial collection and complaints (e.g. recovery of amounts owed by customers).

- h) For recruitment and selection of employees.

Plantivet Lda will only store your data for the period necessary to fulfill the purposes defined in this Policy or for the period required by applicable legal or regulatory standards.

Personal Data Retention Periods

The storage periods for personal data, depending on each processing purpose, are as follows:

- a) For communications and sending commercial and marketing information - until the data subject expresses his or her opposition;
- b) For managing customers and their records - as long as the contractual relationship continues;
- c) For invoicing and accounting management - 10 years;
- d) For recruitment and selection of employees according to the applications presented - 1 year, from the delivery of the curriculum.

In other cases not provided for above, the retention periods for personal data correspond to the period in which a professional/commercial relationship is maintained with the Company.

Transmission of Personal Data

Plantivet Lda does not transmit your personal data to third parties, except in cases where this is necessary to provide the services you have contracted or to comply with legal obligations to which Plantivet Lda is subject.

The transmission of data to third parties is carried out in accordance with applicable data protection legislation and within the limits of the purposes and legal bases defined in this Policy.

Plantivet Lda may share personal data with the following entities:

- a) Public authorities, within the scope of compliance with legal obligations;
- b) Service providers who provide services to Plantivet Lda within the scope of the purposes described above (e.g. Information Technologies (IT), communications).

In cases where the transmission of personal data to the entities mentioned above involves an international transfer (outside the EU) of data, Plantivet Lda:

- a) This transfer will be carried out based on the Commission's adequacy decision, under which the country or international organization guarantees a level of protection of personal data equivalent to that resulting from legislation in force in the European Union; or
- b) If there is no such decision, it will ensure that these data transfers are carried out in strict compliance with legal provisions and that adequate guarantees are implemented to ensure the protection of personal data.

Data subject rights:

At any time, the data subject may:

1. Request access to information and access to your personal data and access to information provided for by law;
- two. Request rectification of information if it is inaccurate or incomplete;
3. Request the erasure of your personal data;
4. Request the limitation of the processing of your personal data;
5. Object to the processing of your personal data;
6. Withdraw consent to the processing of your data.

The user must be alerted to the fact that the exercise of the rights identified above may be limited due to the existence of third party rights and freedoms, legal or confidentiality obligations and prevailing legitimate interests.

If you wish to exercise any of your rights, the company must do so in the following ways:

Email: info@plantivet.com

Letter: Plantivet, Lda.

Monte do Vale, section 14 – 7201-909 Reguengos de Monsaraz

The user also has the right to lodge a complaint with the National Data Protection Commission.