



APDL
ADMINISTRAÇÃO DOS PORTOS
DO DOURO, LEIXÕES E
VIANA DO CASTELO

PRIVACY POLICY

Index

0	INTRODUCTION	2
1	SCOPE	2
2	DATA CONTROLLER	2
3	HOW WE USE YOUR PERSONAL DATA	3
4	PERSONAL DATA WE COLLECT	3
5	WHY WE SHARE PERSONAL DATA	4
6	PERSONAL DATA SECURITY	4
7	HOW TO ACCESS AND CONTROL YOUR PERSONAL DATA	4
8	PERSONAL DATA RETENTION	5
9	COOKIES AND SIMILAR TECHNOLOGIES	5
10	SOCIAL NETWORKS	5
11	CONTACT INFORMATIONS	6
12	CHANGES TO THIS PRIVACY POLICY	6

0 INTRODUCTION

Your privacy is important to us!

APDL's privacy policy clarifies what personal data we collect and for what purposes, and what principles guide the use of such data and the rights of data owners.

The APDL is a corporation with exclusive public capital and its purpose is the administration of the ports of Douro, Leixões and Viana do Castelo and the waterway of the river Douro, aiming at its economic exploitation, conservation and development, covering the exercise of competences and privileges of port authority that are, or will be, committed.

It provides services of recognized value to the users of the ports of Leixões, Douro and Viana do Castelo, through an adequate supply of infrastructure, a high operational efficiency, qualified and motivated human resources, a practice of sustainability and safety, ordering and developing port space and ensuring adequate urban integration, involving port communities.

1 SCOPE

This privacy policy applies to all personal and sensitive data processed in the APDL, that reach us through any channel available for this purpose: website, paper, telephone, email. We recommend that, when you send us personal or sensitive information, you take every precaution to protect your information on delivery.

2 DATA CONTROLLER

The APDL as data controller of your personal data ensures that:



The processing of your personal data is carried out within the scope of the purpose (s) for which they were collected or for purposes compatible with the initial purpose (s);



The commitment to implement a culture of data minimization through which it collects, uses and maintains the necessary personal data continues;



Does not disclose or share your personal data for commercial or advertising purposes.

3 HOW WE USE YOUR PERSONAL DATA

APDL uses your personal data, provided on request, spontaneous applications, communication, complaint, participation or on a website exclusively for:



Statistical purposes;



Management of processes and satisfaction of the specific purpose for which they are intended.

We also collect the information you provide us and the content of the messages you send us, such as comments, suggestions and criticisms / complaints.

4 PERSONAL DATA WE COLLECT

The personal data we collect depends on the context of your interactions with the APDL, and the APDL with you.

The data we collect may include, but is not limited to, the following:

Identification:



- Name
- Birthday
- Marital Status
- VAT number
- Citizen Card Number
- Social Security Number

Health and Fitness:



- Health Status
- Medical Discharge
- Physical aptitude

Financial Data/Payment:



- Bank Identification Number
- Income

Institutional Data:



- Institucional Email



Contacts:

- Address
- Email
- Telephone/mobile number



Image:

- Image from security cameras (CCTV)
- Photos



Voice:

- Record Phone Calls

5 WHY WE SHARE PERSONAL DATA

We will only share your personal data with third parties under the following conditions:



- With you express consent;
- Strict compliance with legal obligations;
- In the performance of public interest / public authority.

6 PERSONAL DATA SECURITY



We use a set of appropriate security technologies and procedures to protect unauthorized access, use or disclosure of personal data.

7 HOW TO ACCESS AND CONTROL YOUR PERSONAL DATA

We provide, at your request, access, rectification, limitation of processing and erasure of personal data. You also have the right to object to the processing of your personal data. If the use of your personal data is based on consent, you have the right to withdraw it, without compromising the validity of the processing of data made up to that moment.



Regarding access to personal data, you can:

- Access your data
- Know who has access to you data

- Know how your data is processed
- Know for what purposes your data is used
- Request your data in a portable format



Right to erasure (“right to be forgotten”):

- Request to erase my personal data

8 PERSONAL DATA RETENTION



We keep your personal data for the period necessary and reasonable, within the scope of the purpose (s) for which we collect.



Periods of conservation may change significantly, when archival purposes of public interest or historical, scientific or statistical reasons warrant it, with APDL committing to appropriate conservation and security measures.



The conservation period for spontaneous job applications is 2 years.



The data will be removed as soon as it is no longer necessary for the purpose for which it was intended or when consent is withdrawn.

9 COOKIES AND SIMILAR TECHNOLOGIES

APDL uses in its Websites cookies that allow to improve the performance and browsing experience of its Customers, increasing, on the one hand, the speed and efficiency of response and, on the other hand, eliminating the need to repeatedly enter the same information. For detailed information on this subject we advise you to carefully read our Cookies Policy, available on the APDL website.

10 SOCIAL NETWORKS

The APDL is present in the social network Facebook, through <https://www.facebook.com/portodeleixoes>. Leave your comments and suggestions here with confidence that we do not use your personal information to make profiling.

Since Facebook is a third-party application, we advise you to consult Facebook's Privacy Policy to find out about your rights.

11 CONTACT INFORMATIONS

For more information about APDL's privacy practices and rights, see www.apdl.com/privacy.

Visit the area of our Data Protection Officer on our website or send an email to dpo@apdl.pt.

12 CHANGES TO THIS PRIVACY POLICY

A política de privacidade será atualizada para refletir os comentários dos nossos clientes.

Quando publicarmos alterações a esta política registaremos a "data de atualização".

Recomendamos que consulte, periodicamente, a nossa política de privacidade para se manter informado sobre o modo como a APDL está a proteger as suas informações.

Poderá fazer sugestões de melhoria a partir da página web http://www.apdl.pt/en_US/contact-us.

The privacy policy will be updated to reflect the comments of our customers.

When we post changes to this policy we will record the "update date".

We recommend that you periodically review our privacy policy to keep informed about how APDL is protecting your information.

You can make suggestions for improvement from the web page http://www.apdl.pt/en_US/contact-us.

Revision Number	Pages Reviewd	Changes	Update Date	Document Validation	
				Worked Out	Approved