

## INFORMATION ON THE PROCESSING OF PERSONAL DATA TEMPORARY USE OF SPACES OF SANTA CASA DA MISERICÓRDIA DE LISBOA

### 1. Identity and contact details of the data controller

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The data controller is SCML, a private-law legal entity of administrative public utility, with corporate tax number 500 745 471 and registered office at Largo Trindade Coelho, 1200-470 LISBON, which will process personal data in compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April — General Data Protection Regulation (GDPR), as well as Law no. 58/2019 of 8 August, and other applicable legislation, and in accordance with SCML's Privacy Policy, available at [www.scml.pt](http://www.scml.pt).

### 2. Purposes and legal basis of processing

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The personal data processed are those strictly necessary for the purposes of operationalising the provisions of the Regulation on the Temporary Use of Spaces of SCML.

The legal bases for the processing of personal data arise from pre-contractual steps taken at the request of the data subject, as well as from the performance of the contract.

Based on the free, specific, informed and unambiguous consent given by the data subject, the data may also be processed for the following purposes:

- Sending informative and *marketing* communications considered relevant for the promotion of the services provided by SCML.
- Conducting satisfaction/opinion surveys to help us improve the quality of the services provided, whenever the conduct of such surveys is not based on another legal basis (such as, for example, the pursuit of a legitimate interest of SCML, in the context of a relationship previously established with the data subject).

### 3. Recipients of the personal data

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SCML is the main recipient of the personal data processed in this context, without prejudice to the possibility of transmitting them to other entities or processors, for the purposes of complying with legal obligations to which SCML is subject, for the pursuit of a legitimate interest or for statistical purposes, SCML undertaking to take appropriate technical and organisational measures for the protection of personal data. In the case of processing under subcontracting, this is governed by a contract or other normative act binding the processor to the data controller. Wherever possible, the transmission of personal data to other entities will be carried out using anonymised data.

### 4. Personal data retention periods

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The personal data to be processed will be kept by SCML in strict compliance with the applicable legislation, being stored in specific information systems or in physical archives, being kept in a form which permits identification of the respective data subjects only for the period necessary for the purposes for which they are processed, in accordance with the applicable legislation in force. Under Portaria (Ministerial Order) no. 6/2017 of 4 January, classification code 300.50.15, reference no. 114, which approves SCML's Document Management Regulation, the administrative retention period for the personal data processed is 5 years, after which they will be erased.

### 5. Rights of data subjects and contact details of the Data Protection Officer

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You may, at any time, request access to your personal data, as well as its rectification, erasure, restriction of processing, portability, or objection to processing, subject to the conditions provided for by law. The exercise of these rights may be made in person at SCML, through the contact means publicised for this purpose on the SCML public website. You may also contact SCML's Data Protection Officer, preferably through the contact form on the SCML website / Privacy Policy, or by post addressed to the Data Protection Officer at Largo Trindade Coelho, 1200-470 LISBON.

You also have the right to lodge a complaint with the National Data Protection Commission (CNPD) or other competent supervisory authority, under the terms of the law, if you consider that the processing of your personal data by SCML does not comply with the applicable legislation.