

## INFORMATION ON THE PROCESSING OF PERSONAL DATA REQUESTS FOR INFORMATION AND BOOKING OF PROPERTY VIEWINGS WITH SANTA CASA DA MISERICÓRDIA DE LISBOA

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

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The data controller is Santa Casa da Misericórdia de Lisboa (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.

### 2. Purposes and legal basis of processing

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Personal data processed in the context of handling requests for information on properties, scheduling, confirmation and potential rescheduling of visits, as well as contacts related to the leasing process, include your name, email address and telephone contact details, and will be accessible to SCML/DGIP (Departamento de Gestão Imobiliária e Património).

The legal basis for the processing of personal data is your free, specific, informed and unambiguous consent. By consenting to the processing of personal data, you express your agreement and authorisation for your personal data to be used in this context.

### 3. Personal data retention periods

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The personal data processed is 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.

For more detailed information on personal data retention periods, you may consult SCML's Document Management Regulation (Portaria (Ministerial Order) no. 6/2017 of 4 January).

### 4. Rights of the data subject and contact details of the Data Protection Officer

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Under Regulation (EU) 2016/679 of the European Parliament and of the Council, as well as Law no. 58/2019 of 8 August, the data subject is guaranteed the right of information, access, rectification, portability, restriction of processing, objection or erasure of their personal data, as well as the right to withdraw consent at any time, without compromising the lawfulness of processing carried out in the meantime, and subject to the conditions provided for by law.

These rights may be exercised, preferably, by emailing [arrendamentos@scml.pt](mailto:arrendamentos@scml.pt) or by contacting the SCML Data Protection Officer 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) if you consider that the processing of your personal data does not comply with the applicable legislation. You may also access SCML's Privacy Policy, available at [www.scml.pt](http://www.scml.pt).