

**PERSONAL DATA PROCESSING INFORMATION
REQUESTS FOR INFORMATION ON PROPERTIES OF
SANTA CASA DA MISERICÓRDIA DE LISBOA**

1. Identity and contact details of the controller

The controller is Santa Casa da Misericórdia de Lisboa (SCML), a legal person governed by private law with administrative public utility status, corporate taxpayer number 500 745 471 and registered office at Largo Trindade Coelho, 1200-470 LISBOA.

2. Purposes and lawful grounds of the processing

The personal data processed for the management of requests for information on properties and of contacts relating to the leasing process are your name, e-mail address and telephone contact, which will be known to SCML/Departamento de Gestão Imobiliária e Património (DGIP).

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

3. Retention periods for personal data

The personal data processed are stored in specific information systems or in physical archives and are kept in a form which permits the identification of the respective data subjects only for the period necessary for the purposes for which they are processed, under the terms of and in accordance with the legislation in force.

For more detailed information on personal data retention periods, please consult SCML's Records Management Regulation (Portaria no. 6/2017, of 4 January).

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

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

These rights may be exercised, preferably, through the e-mail address inquilinos@scml.pt or by contacting SCML's Data Protection Officer through the contact form available on the SCML website / Privacy Policy, or by post addressed to the Data Protection Officer, Largo Trindade Coelho, 1200-470 LISBOA.

You are also entitled to lodge a complaint with the Comissão Nacional de Proteção de Dados (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.