

REGISTRATION OF ACTIVITIES AS RESPONSIBLE FOR TREATMENT (GENERAL)

Identification of the processing of personal data processed on their own account

A file is a structured set of personal data accessible according to certain criteria and capable of processing for a specific purpose.

Relation of files containing personal data:

This record has been documented for each of the Files and is detailed below

CUSTOMERS

Description	Business management with costumers. It includes contacts details of natural persons serving a legal person, including individual professionals.
Purposes	Accounting, fiscal and administrative management.
Legitimation	Lawful Processing WITHOUT NEED OF CONSENT by A LEGAL INTEREST of the Data Controller or Third Party.
Stakeholder categories	Customers and users.
Conservation criteria	Preserved INDEFINITELY as long as necessary to maintain the end of treatment.
Treatment system	Partially Automated (Mixed)
Data categories	
Identification data	ID or NIF, First and last name, Postal or electronic address, Telephone, Manual signature.
Sensitive data	They don't exist
Other data	Commercial information
Recipient categories	
Assignments	They don't exist
International transfers	They don't exist

CONTACTS

Description	Communication, information and management on products and services. Includes web contacts and social media.
Purposes	Advertising and commercial prospecting, labour and employment management.
Legitimation	ESPRESS Consent for Specific Purposes
Stakeholder categories	Employees, Customers and Users, Suppliers, Contact Persons, Applicants.
Conservation criteria	Preserved INDEFINITELY as long as necessary to maintain the end of treatment.
Treatment system	Partially Automated (Mixed)
Data categories	
Identification data	ID or NIF, First and last name, Postal or electronic address, Telephone.
Sensitive data	They don't exist
Other data	Commercial information
Recipient categories	
Assignments	They don't exist
International transfers	They don't exist

RESUME

Description	Employee candidate management
Purposes	Human resources
Legitimation	INEQUAVOCO consent through clear action by the interested party
Stakeholder categories	Employees, Applicants
Conservation criteria	Preserved for up to 1 year
Treatment system	Partially Automated (Mixed)
Data categories	
Identification data	ID or NIF, First and last name, Postal or electronic address, Telephone, image, Manual signature.
Sensitive data	They don't exist
Other data	Personal Characteristics, Social Circumstances, Academic and Professional, Employment Details.
Recipient categories	
Assignments	They don't exist
International transfers	They don't exist

RIGHTS OF THE INTERESTED PARTY

Description	To meet citizens' requests in the exercise of the rights established by the GDPR
Purposes	Administrative procedure, Accounting, Tax and Administrative Management.
Legitimation	Lawful processing WITHOUT NEED OF CONSENT BY A LEGAL OBLIGATION of the Data Controller.
Stakeholder categories	Applicants
Conservation criteria	They Will be kept for as long as necessary to resolve claims. The provisions of the regulations on archives and documentation shall apply.
Treatment system	Partially Automated (Mixed)
Data categories	
Identification data	ID or NIF, First and last name, Postal or electronic address, Telephone, Manual signature.
Sensitive data	They don't exist
Other data	They don't exist
Recipient categories	
Assignments	They don't exist
International transfers	They don't exist

SECURITY VIOLATIONS

Description	Registration, management and resolution of security breaches in data protection.
Purposes	Other purposes: Managing and resolving security gaps in data protection, Administrative procedure.
Legitimation	Lawful treatment WITHOUT NEED FOR CONSENT a LEGAL OBLIGATION of the Data Controller.
Stakeholder categories	Employees, Customers and Users, Suppliers, Contact Persons, Legal Representative.
Conservation criteria	They Will be kept for the time necessary to fulfil the purpose for which they were collected and to determine the possible responsibilities that may arise from that purpose and the processing of the data.
Treatment system	Automated (Digital)
Data categories	
Identification data	ID or NIF, First and last name, Postal or electronic address, Telephone, image, Manual signature.
Sensitive data	They don't exist
Other data	Personal Characteristics, Social circumstances, Academic and Professional, Business, Economic, Financial and Insurance Information
Recipient categories	
Assignments	Organizations or persons directly related to the person responsible, legitimate stakeholders, Insurance entities, Law Enforcement, Public administration with competence in the matter.
International transfers	They don't exist

DATA LOCK

Description	Identification and reservation of data for the requirement of possible responsibilities arising from the processing.
Purposes	Administrative procedure.
Legitimation	For a LEGAL INTEREST of the Data Controller base don Article 32 of the LOPDGDD.
Stakeholder categories	Employees, Jobseekers, Customers and Users, Suppliers, Contact Persons.
Conservation criteria	Preserved for NO MORE TIME THAN NECESSARY to achieve the ends.
Treatment system	Automated (Digital)
Data categories	
Identification data	ID or NIF, First and last name, Postal or electronic address, Telephone.
Sensitive data	They don't exist
Other data	They don't exist
Recipient categories	
Assignments	Organizations or persons directly related to the person responsible, legitimate stakeholders, notaries, lawyers and solicitors, judicial bodies, public administration with competence in the matter.
International transfers	They don't exist

ANALYTICAL COOKIES

Description	Analyse the browsing habits of users who visit the website to improve the services offered.
Purposes	Advertising and commercial prospecting
Legitimation	INEQUAVOCO consent through clear action by the interested party.
Stakeholder categories	Customers and users.
Conservation criteria	Preserved for NO MORE TIME THAN NECESSARY to achieve the ends.
Treatment system	Automated (Digital)
Data categories	
Identification data	Other identifying information: IP address
Sensitive data	They don't exist
Other data	They don't exist
Recipient categories	
Assignments	Organizations or individuals directly related to the person responsible.
International transfers	They don't exist

MANAGEMENT OF PUBLIC CONTESTS

Description	Documentation required to participate in public competitions (TC1, TC2, etc.)
Purposes	Human Resources
Legitimation	EXPRESS consent for specific purposes.
Stakeholder categories	Applicants
Conservation criteria	Preserved for NO MORE TIME THAN NECESSARY to achieve the ends.
Treatment system	Partially Automated (Mixed)
Data categories	
Identification data	ID or NIF, First and last name, Postal or electronic address, Telephone, No. SS or mutuality.
Sensitive data	They don't exist
Other data	Personal Characteristics, Employment details.
Recipient categories	
Assignments	Organizations or individuals directly related to the person responsible.
International transfers	They don't exist