



## PRIVACY POLICY AND DATA PROTECTION

Future Balloons respects your privacy and the protection of your personal data. In this sense, a set of security measures are implemented to ensure confidentiality in data processing, rules for the use of information and the rights of each natural person as holder of personal data. Your information is not subject to alienation or distribution to any third party. And as the bearers of your information we take care of your confidentiality, privacy and security. The data supply is optional and will always be guaranteed under the law, the right of access, rectification and cancellation of any data provided, which may be exercised in person or in writing, for any of our contacts. If a need arises to use this information, it will be carried out in compliance with the applicable legislation on the protection of personal data - Regulation (EU) 2016/679 of the European Parliament and of the Council of 27<sup>th</sup> April 2016 on the protection of individuals with regard to the processing of personal data and their free movement.

On our website there are fields and features that can be used without resorting to any information about the user.

The privacy and data protection policy describe the purpose for which we use your data, how we treat it, how long we keep it, and the contacts you must use to exercise your rights.

### How do we collect and process your personal information?

The personal data we collect includes your name, contact details (address, email address and telephone number), information such as the position and age. The amount and type of data depends on the form you choose to contact us (by letter, telephone, email, social networks, website or any other means of electronic or personal communication) or the type of action we are organizing (events, training, questionnaires ...). Therefore, in case of collection of any additional data, you will be informed about the protection processes of the same.

We will process your personal data to the extent that the applicable law provides a legal basis for us to do so. We will only process your personal data with your consent and if we need it to perform a contract, we enter with you or if we have a legitimate interest that is not nullified by your interests or fundamental rights and freedoms.

We will use your personal information to inform you about our services, events, marketing and other company initiatives. If we need to use them for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.



The collection, treatment and conservation of the personal data of clients, users of the website are likewise subject to the provisions of the legislation on protection of personal data, namely Law n. º 67/98, of October 26<sup>th</sup>.

We treat different types of data based on your relationship with us, namely:

- a) Data of users of sites / platforms: registration in the websites / digital platforms of the brands of the responsible and management of the functionalities of the same;
- b) Data of companies, partners and associates, to the extent necessary for the management of the relationship between the institutions.
- c) Data of individual subjects that get in contact with us, to the extent necessary for the management of that contact, and only for the necessary time to solve the situation that gave rise to the communication.

### Who is responsible for the processing of personal data?

The person responsible for processing your data is Cláudia Leal, and can be reached at [claudia@future-balloons.eu](mailto:claudia@future-balloons.eu), or by phone 233041458, at the office of Rua da Liberdade, 50, 1st floor, 3080-168 Figueira da Foz.

### How long do we keep your data?

We store your personal data only for the period strictly necessary to fulfill the purposes for which they were collected and processed.

### What are your rights?

It is at your discretion the decision to provide us your personal data. If you do not provide us with all or some of the data we request, we may not be able to provide all our services or send you the requested information.

Right to Information - we make available the access to our privacy policy and the use we make of your personal data;

Right of access - possibility to consult the personal data you have provided us with;

Portability right - we provide the possibility of sending you the personal data you provided us by submitting your full name and contact;



Right of rectification - possibility to update and correct any inaccuracies in your personal data that we keep;

Right to delete records - we make it possible to delete your personal data that is no longer necessary for the purposes. In this case a written request should be sent requesting the elimination of the records of your personal data.

Right of limitation - possibility of limiting the way we use your personal data while correcting or clarifying any doubts about the content and use that is given;

Right of opposition - we provide a communication channel so that you can object decisions that have been based on your personal data;

You have the right to withdraw or change your decision and to allow us to use your personal data.

Any question you can contact us at [future.balloons@gmail.com](mailto:future.balloons@gmail.com).

## How do we protect your information?

The security of your data is very important for us, so we use the appropriate technical means taking into account the nature of the data processed, in order to protect your personal data and prevent unauthorized access, disclosure, loss or destruction of them.

## Data maintenance

Depending on the purpose for which the data are obtained, its maintenance will vary depending on the application that is given to them and the legal rules that may impose their conservation for longer periods.

## Links to third-party sites

Future Balloons may have links to other sites which may contain useful information / tools for our visitors. Our privacy policy is not applied to third party sites, so if you visit another site from our website you should read the privacy policy of the same. We are not responsible for the privacy policy or content present on those same sites.