

Privacy Policy

Introduction and General Terms

The Group YOUR is committed to protecting your personal data whenever we provide you with a service.

This privacy policy applies to the information we collect from you by the following means:

- Grupo Your institutional site
- Adverts
- Social Networks (Facebook, LinkedIn, Instagram)
- Third party recommendations

It also applies to all personal information that you share with us by SMS, e-mail, letter or other means of correspondence, as well as personally.

So that we can provide you with a service with high quality standards, we sometimes need to collect personal information about you.

This privacy policy explains the following:

- What information do we collect and for what purpose?
- Who do we share your data with?
- How long do we keep the information we collect?
- On what grounds can we treat your personal data?
- What are your rights regarding your data?

You may obtain additional information or clarify any doubt about this Privacy Policy and the Treatment of Personal Data, simply by sending your questions to the following addresses:

Grupo Your
A/C Encarregado de Proteção de Dados
Espaço Amoreiras
Rua D. João V, nº 24 1.05
1250-091 Lisboa

or to the email: dpo@grupoyour.pt

What information do we collect and for what purpose?

We only collect the necessary information for the development of each type of activity and service, and we do not keep it for longer than it is strictly necessary:

Recruitment and selection

The information we collect is used to measure your degree of correspondence with the vacancy (ies). It is not mandatory to provide us with everything we ask for, although not providing the necessary information may make it difficult to analyse your application.

If you apply through our website, your data will be collected by subcontractors on our behalf (see information below).

In a normal process we will ask for personal data including name and contact details. We will also ask for data such as your previous work experience, education, and issues relevant to the vacancy. We may in certain specific situations (and if required by the position) need to request additional data, such as your immigration status, information related to your health, information or various data on any criminal convictions.

Promotional Marketing

We may collect your personal information for the purpose of communicating new services or updates to existing ones. We will ensure that we always obtain your consent for the sending of marketing or promotional information, and you may at any time withdraw your consent.

The data we collect, such as the name and e-mail address, are the ones strictly necessary to send the appropriate information to the contents that you have chosen to receive.

Who do we share your data with?

Your data can be transmitted to subcontractors for them to handle on behalf of the Group YOUR. In this case the Group YOUR will take the necessary contractual measures to ensure that these subcontractors respect and protect their personal data. Your data may also be transmitted to third parties - entities other than Group or subcontractors, for example companies who YOUR Group develops partnerships with. In YOUR these situations you will always need your consent. They may also be transmitted to entities to whom the data must be communicated by law, such as the tax authority.

Whenever these transfers exist, YOUR guarantees that your data will be handled in countries where the European Union considers that personal data protection legislation guarantees the adequate protection of your information.

How long do we keep the information we collect?

The information collected in selection processes, and by legal obligation, will be maintained for 5 years from the moment of collection.

The information collected for promotional marketing purposes will be preserved up to the time of subscription cancellation by you.

Whenever legal data retention obligations (e.g. fiscal data) overlap, they take precedence over the exercise of the Right to Forgetfulness. In these conditions, we will stop all processing on your data, but we can only eliminate them once the legal deadline for the retention of them has been fulfilled.

On what grounds can we treat your personal data?

Legitimate interest

When the treatment of the data corresponds to a legitimate interest on the part of the Group Your.

An example of this ground is the possibility of contacting you with a concrete job offer. We have a legitimate interest in contacting you, and you need to ensure your reading and approval of this Privacy Policy and your consent to handle your data after this first contact.

Consent

When we have your prior informed consent in a free and informed way - in writing or through the validation of a digital option.

Examples are the consent to treat your data in the context of sending a newsletter with promotional content, a particular recruitment process or to treat your data in job offers similar to the one for which you applied

Contract execution and pre-contractual procedures

When the processing of personal data is necessary for the execution and management of contracts entered into with YOUR Group.

Examples are contracts entered into with employees, billing management, collections and payments.

Compliance with legal obligation

When the processing of personal data is necessary to fulfil a legal obligation to which the Group Your is subject.

In this framework we have examples of compliance with tax obligations or response to judicial requests;

What are your rights regarding your data?

At any time, you may ask Group Your:

- the access to the information we have about you;
- rectification of information if it is incorrect or incomplete;
- erase or limit the processing of your personal data;
- the provision of your personal data "in a structured, current and automatic reading format" for personal use and / or the transmission thereof to another controller;

Your requests will be treated with special care so that we can safeguard effectiveness in the exercise of your rights. To guarantee security in the process you may be required to prove your identity to ensure that the sharing of your personal data is only with you.

You will be informed of the measures taken to ensure the exercise of your right, within a maximum period of 30 days from the moment the request is received by the Group Your. You also have the right to submit a complaint to the National Authority with jurisdiction for the protection of personal data - the National Commission for Data Protection (CNPD - <https://www.cnpd.pt/>).

If consent is legally required for the processing of your personal data, you may withdraw consent at any time, although that right does not compromise the lawfulness of the treatment made on the basis of the prior consent given or the subsequent processing of the same data, based on another legal basis, as is the case of compliance with the contract or legal obligation to which the Group YOUR is subject

Caso pretenda exercer os seus direitos pode fazê-lo para os seguintes endereços:

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