

Privacy Policy

Introduction and General Terms

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

This privacy policy applies to information collected from you through the following channels:

- Grupo Your's institutional website
- Advertisements
- Social Media (Facebook, LinkedIn, Instagram)
- Third-party recommendations

It also applies to all personal information you share with us via SMS, email, letter, or any other means of correspondence, as well as in person.

In order to provide you with a service of high quality, we sometimes need to collect personal information about you.

This Privacy Policy explains the following:

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

For additional information or clarification about this Privacy Policy and Personal Data Processing, you can send your questions to the following addresses:

Espaço Your
Rua Cidade de Córdova, 2A
2610-038 Alfragide
or email: dpo@grupoyour.pt

What Information Do We Collect and For What Purpose?

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

Recruitment and Selection

The information we collect is used to assess your suitability for the open position(s). It is not mandatory to provide all requested information, although not providing the necessary information may complicate the application analysis process.

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

In a standard process, we will request personal data including name and contact details. We will also ask for details such as your previous professional experience, education, and relevant questions for the open position. In specific situations (if required by the open position), we may need to request additional data, such as your immigration status, health-related information, or various data about any criminal convictions.

Promotional Marketing

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

The data we collect, such as name and email address, is strictly necessary for sending information relevant to the content you have chosen to receive.

With Whom Do We Share Your Data?

Your data may be transmitted to subcontractors who process it on behalf of Grupo Your. In this case, Grupo Your will take the necessary contractual measures to ensure that these subcontractors respect and protect your personal data. Your data may also be transmitted to third parties—entities distinct from the Grupo Your or subcontractors, such as companies with whom the Grupo Your has partnerships. In these situations, your consent will always be required.

They may also be transmitted to entities to whom the data must be communicated by law, such as the tax authority.

Whenever these transfers occur, Grupo Your ensures that your data will be processed in countries where the European Union considers that data protection legislation ensures adequate protection for your information.

How Long Do We Keep the Information We Collect?

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

Information collected for promotional marketing purposes will be preserved until you unsubscribe.

When legal retention obligations overlap (e.g., tax data), these take precedence over the Right to be Forgotten. In these conditions, we will stop all processing of your data, but we can only delete them once the legal retention period has been fulfilled.

On What Grounds Can We Process Your Personal Data?

Legitimate Interest

When data processing corresponds to a legitimate interest on the part of Grupo Your.

An example of this basis is the possibility of contacting you with a specific job proposal. We have a legitimate interest in contacting you, needing to ensure your reading and approval of this Privacy Policy and your consent for us to process your data after this initial contact.

Consent

When we have your prior express consent, freely and informed—either in writing or through the validation of an option digitally.

Examples include consent to process your data in the context of sending a newsletter with promotional content, in a specific recruitment process, or to process your data in job offers similar to the one you applied for.

Contractual Execution and Pre-contractual Measures

When the processing of personal data is necessary for the conclusion, execution, and management of contracts concluded with Grupo Your.

Examples include contracts with employees, billing management, collections, and payments.

Compliance with Legal Obligation

When the processing of personal data is necessary to comply with a legal obligation to which Grupo Your is subject.

In this framework, we have examples of complying with tax obligations or responding to judicial requests.

What Are Your Rights Regarding Your Data?

At any time, you can request from Grupo Your:

- Access to the information we have about you;
- Rectification of the information if it is incorrect or incomplete;
- Deletion or limitation of the processing of your personal data;
- Provision of your personal data, "in a structured, commonly used, and machine-readable format" for personal use and/or transmission to another data controller.

Your requests will be treated with special care to ensure effectiveness in the exercise of your rights. To ensure security in the process, you may be asked to prove your identity to ensure that the sharing of your personal data is done 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 Grupo Your. You also have the right to file a complaint with the National Authority competent for the protection of personal data—the National Data Protection Commission (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 this right does not affect the lawfulness of the processing carried out based on the previously given consent or the subsequent processing of the same data, based on another legal basis, such as fulfilling the contract or legal obligation to which the Grupo Your is subject.

If you wish to exercise your rights, you can do so at the following addresses:

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Rua Cidade de Córdova, 2A
2610-038 Alfragide

Or e-mail: dpo@grupoyour.pt