

contacts

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RIGHTS OF PERSONAL DATA OWNERS

The visitor of this website declares that it was in this way, that he learned about the rights that he can exercise under the article 13 of the General Data Protection Regulation 2016/679 (GDPR) of the European Parliament and of the Council, of 27 April of 2016.

1) Identity and contacts of the data controller (article 13 n° 1, a) of the GDPR)

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2) Data and contact of the data protection officer (article 13 n° 1, b) of the GDPR)

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3) Purpose of the collection and legal basis of treatment (article 13 n° 1, c) of the GDPR)

The collection of personal data is intended to be used, in the normal course of the employment relationship, within the scope and for the explicit purposes of the employment relationship itself.

4) The addresses are (article 13 n° 1, e) of the GDPR)

The human resources for future contacts, contracting, assiduity verification, payroll calculation, benefits, allowances and subsidy;
The financial department to proceed with the payment of salaries, benefits, allowances and subsidy;
Company lawyers when necessary to resolve legal issues in the company's interest;



The entities to whom the data must be communicated by legal provision or by request of the data subject owner;

Financial institutions that manage the entity's accounts for the payment of wages;

The management entities of Pension Funds or the Welfare Regime;

The insurance companies with whom the insurance of the, work accidents or personal accidents, contract is celebrated;

The entities that promote occupational safety and health measures.

5) Retention period of data collected (article 13 n° 2, a) of the GDPR)

The period of conservation of the data will be the legal term stipulated by law.

Personal data that are not affected by the legal conservation period will be deleted at the end of the employment relationship.

6) Transfer to third parties (other recipients) (article 13 n° 1, e) of the GDPR)

The insurance companies with whom the, work accidents or personal accidents, contract is celebrated;

The financial institutions that manage the entity's accounts for the payrolls;

The entities to whom the data must be communicated by legal provision or by request of the data owner;

The management entities of Pension Funds or the Welfare Regime;

The entities that promote occupational safety and health measures.

7) Right of access (article 15 of the GDPR)

The data subjects owners have the right to know whether or not their personal data is being treated, if they have been transmitted to another entity, in particular, to recipients established in third countries or belonging to international organizations and the destiny given to them.

The data subject owners have the right to access to their data and all information concerning their processing operations (collection, processing and treatment).



8) Right of rectification (article 16 of the GDPR)

The right to have their personal data rectify every time the data is either out of date, incorrect or incomplete.

In the case of incomplete personal data, you have the right to complete the data and may submit an additional declaration.

9) Right to erasure (“to be forgotten”) (article 17 of the GDPR)

The personal data, even if the erasure right is exercised, must comply with the legal term of conservation, such as the termination of the contractual bound, will be kept for that period and at the end of it we proceed to its final disposal, informing the owner of the procedure.

The exercise of this right will not be possible to exercise in all the personal data, since there are situations where it's impossible to proceed with the data elimination (ex: a public entity can't go to the state finances and request that the personal data is erased). The exercise of this right shall not be possible to exercise in the case of public interest in the field of public health, for the purposes of declaration, exercise or defense of a right in a judicial process, as provided in article 17 n°3 and article 23 of the GDPR. Information will be given to the data subject owner, of the data deadline of conservation.

10) Right to restriction of processing (article 18 of the GDPR)

The data subject owner may request the exercise of this right if he finds that the treatment that is being given is unlawful and may use it as an alternative to the right of forgetting.

11) Right to object to the processing of personal data (article 21 of the GDPR)

The data subject owner may, at any time, oppose to the treatment of his personal data, as long as they are related to his private and personal situation and is based on legitimate interests.



12) Right to withdraw the consent

The data subject owner has the right at any time to withdraw the consent of the treatment of his personal data.

13) Right to not submit personal data to automated decisions (including profiling) (article 22 of the GDPR)

The data subject owner has the right to refuse to have his data treated in an automated manner that could have effects on his legal sphere, such as creating profiles with his personal data.

14) Right to personal data portability (article 20 of the GDPR)

The data subject owner may request the transfer of his data to other entities, either to the RTD to do it directly to another entity, or being delivered to him, to make the data portability to another entity by himself.

15) Right to be informed of the existence of your personal data breach (article 34 of the GDPR)

If the breach of personal data is liable to cause high damages to the rights and freedoms of its owner, the data subject owner must be notified of the violation by the person of the DPO (article 34 (1) and (2) of the GDPR).

16) Right to complain to the GDPR control authority (article 13 n° 2, d) of the GDPR)

The data subject owner has the right to complain to the authority designated for the function, doing it directly or being represented.

17) Right to file a lawsuit

The data subject owner has the right to file a lawsuit in case of unlawful treatment of his personal data.



- 18) The provision of personal data constitutes a legal and contractual obligation (article 13 n° 2, e) of the GDPR).**
- 19) As a possible consequence of not providing the personal data, it will not be possible to draw up the contract and thus maintain the employment relationship article 13 n° 2, e) of RCPD).**
- 20) The deadline to reply to the exercise of rights by the data subject owner shall be 30 days, however, this period can be extended, which will be communicated to the data subject owner.**
- 21) Personal data collected and processed will not be submitted to international transfers.**

