

Personal Data Treatment, Protection and Privacy Policy.

30th of October 2020

Lodge Concept, Alojamento e Eventos, Lda is responsible for the gathering, processing and usage of personal data in the context of its activity and for promoting and advertising information and events that might be relevant, according to interest previously shown by the client.

This kind of data are also used to issue documents of financial nature, such as invoices.

1. What kind of personal data will be collected?

a) Contact data

Contact data collected through Lodge Concept, Alojamento e Eventos, Lda's forms depends on the objective and relationship that the client wishes to establish with us. The gathered data will be that which is strictly necessary to achieve these objectives and on the following terms:

Name

Phone number

Email

Subsequently, after contracting our services, the following data will also be required:

National citizens:

Full address

Taxpayer number

Citizens living outside Portuguese territory:

Name

Identification document number

Full address

Date of birth

Place of birth

b) Areas of interest

If you are requesting services in the events area, you might be asked for your areas of interest, in order to customize the service to your needs.

c) Billing information

This kind of data are requested to issue receipts or invoices – name of the client or company, taxpayer number, and full address (address, zip code and locality)

2. How are personal data collected?

Directly with the client, through telephone, text message, Whatsapp or email.

3. Which communication channels are used by Lodge Concept?

We can establish contact through email, telephone, text message, or Whatsapp.

4. How and by whom are these personal data accessed and managed?

a) Access and management of personal data

Your personal data might be accessed and managed by the members of the Management of Lodge Concept, Alojamento e Eventos, Lda., by the person in charge of Communication and by our Accountant.

The only third parties that might have access to your data, are the ones that Lodge Concept, Alojamento e Eventos, Lda. is legally obligated to share them with, namely SEF (Portuguese Immigration and Border Services) when it comes to lodging services, or other companies that have been contracted to provide support services to our internal management.

b) Storage

Personal data will only be stored as long as they are necessary, useful and relevant, and ultimately during the period of time that they are legally required after the end of the business relationship. Once this has finished, data will be kept with the purpose and during the time necessary to fulfil legal obligations. Data will be properly kept during a period of up to five years after the business relationship ended.

c) Transfer of personal data

There will be no unauthorized transfer of personal data.

5. How are personal data protected?

Data are protected by restricted access through a frequently changed password.

6. How do you accept our terms?

If you proceed with using our services, whether through our website or in person, it is implied that you know and accept our Policy.

If you don't agree with our Policy, you can choose not to use our services

Despite all our safety measures, when using the internet you should regularly take precautions and apply security measures, for instance, by updating your computer and browser.

Lodge Concept can, at any moment, perform changes or updates to our present Data Protection Policy, that will be updated on our website.

We suggest that you consult them regularly, to keep up with any changes.

Don't hesitate to contact us if you would like any clarification or have any request.