

PRIVACY POLICY – CELOPLÁS GROUP

Celoplás Group thanks your visit to our websites and channels. The following companies are part of Celoplás Group:

- Celoplás, Plásticos para a Indústria, S.A.
Rua de S. Mateus, n.º 299, 4775-127 Grimancelos -Barcelos, Portugal
www.celoplas.pt
- CCL, Plásticos para a Indústria, Lda.
Rua Duque de Loulé, n.º 2310, 4760-333 Calendário - V. N. Famalicão, Portugal
www.ccl-plasticos.pt
- Celoprint, Impressões, Lda.
Rua da Balaída, Pav. C, 4760-200 V. N. Famalicão, Portugal
www.celoprint.pt
- Centi-Support, Máquinas e Equipamentos para a Indústria, Lda.
Rua da Indústria, n.º 122, 4770-160 Jesufrei - V. N. Famalicão, Portugal
www.centi-support.com

Please read this Privacy Policy carefully. Providing your personal data when accessing our websites and channels implies knowledge, understanding and acceptance of the conditions presented.

Personal Data

What is personal data?

Personal Data is any kind of information that can be related to an identifiable person, such as name, address, e-mail address, age, marital status, location, genetic, physiological, economic, cultural, or social data.

What personal data is collected and treated?

PERSONAL DATA	PURPOSE	JUSTIFICATION	RESPONSIBLE FOR TREATMENT
Name, email, message, and attachment (optional)	To respond to contact on Celoplás website form	Legitimate Interest	Celoplás Group (SI, Commercial Department or Human Resources Department)
Name, Surname, Mobile phone, E-mail, Professional Page, CV	Reception of Applications	Pre-contractual due diligence/Legitimate interest	Celoplás Group
E-mail	To reply to a request	Legitimate Interest	Celoplás Group

Name, team, e-mail, HR number, suggestion, and attachment (optional)	Submission of ideas within the Research, Development, and Innovation Management System.	Legitimate Interest	Celoplás Group
IP, browser, etc.	Tracking visits via Google Analytics	Legitimate Interest	Celoplás Group
Use of cookies	Access visitor metrics to generically understand who the visitors are	Legitimate Interest	Celoplás Group

Celoplás Group assumes that all data has been provided by its holder or that he has given that authorization. It is also considered that the data is true and current.

How is the data collected?

Personal data may be collected as follows:

- Website
- E-mail
- Personally
- Reporting channel

The collected data is processed and stored on computer or physical support in accordance with current European legislation.

What is the purpose of the data collected?

The collected data is intended to be part of a personal database whose purpose is:

- To reply to contact requests;
- Recruitment;
- Submission of ideas within the Research, Development and Innovation Management System;
- To handle complaints submitted in the Reporting channel.

Our employees and service providers contracted by Celoplás Group are obliged to maintain confidentiality and comply with the provisions of the General Data Protection Regulation.

Is your data shared?

The data collected and held by any company of Celoplás Group may be confidentially transmitted to the following entities:

- Celoplás Group Entities;
- Judicial or administrative authorities where this is mandatory;
- Subcontractors who will process data on behalf of the Group and in accordance with predetermined purposes.

Where do we store your personal data?

The data we collect from you and for which we are responsible is stored in a location in the European Union.

What is the data storage period?

The retention period of the collected and stored data varies according to the purpose of its processing. When/if there is no specific legal requirement, data shall be kept only for the minimum period necessary for the purposes for which it was collected. After this period data will be deleted.

Your Rights and Choices

Celoplás Group respects your right to privacy and data protection: it is important that you can control your personal data.

Thus, you may exercise the right to update, rectify and erase your personal data, via the email address rgpd@celoplas.pt, and may also file a complaint with the Competent Authority - National Data Protection Commission (CNPD).

You have the following rights:

<i>YOUR RIGHTS</i>	<i>WHAT IT MEANS?</i>
The right to be informed	You have the right to obtain clear, transparent, and easily understandable information about how we use your personal data and about your rights. That is why we provide you with information in this Policy.
The right of access	You have the right to access personal data we hold about you (subject to certain limitations). We may charge a reasonable fee considering the administrative cost of providing information. Manifestly unfounded, excessive, or repetitive requests may not be answered. To do so, please contact us using the details below.

The right to rectification	You have the right to rectify your personal data if it is inaccurate or outdated and/or to complete it if it is incomplete.
The right to erasure or “right to be forgotten”	In some cases, you have the right to have your personal data erased or deleted. Please note that this is not an absolute right, as we may have legal or legitimate grounds for holding your personal data. If you want us to delete your data, please contact us using the details below.
The right at any time to withdraw consent to data processing based on consent	You may withdraw your consent to our processing of your data when such processing is based on your consent. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.
The right to object to processing based on legitimate interests	You may at any time object to the processing of your data when that processing is based on a legitimate interest. We would refer you to the table inserted in the section “What data we collect and how we use it”, especially the column “What is the legal basis for processing your data?” to identify when our processing is based on legitimate interests. To do so, please contact us using the details at the end of this Policy.
The right to lodge a complaint with the supervisory authority	You have the right to contact the data protection authority in your country (in Portugal it is CNPD) to file a complaint against the unauthorized data protection and privacy practices of Celoplás Group. Do not hesitate to contact us for the data below before submitting any complaint to the competent data protection authority, namely the National Data Protection Commission.
The right to data portability	You have the right to move, copy or transfer data from our database to another. This only applies to data you have provided when the processing is based on your consent or contract and carried out by automated means. We would refer you to the tables inserted in the section “What data we collect and how we use it”, especially the column “What is the legal basis for processing your data?” to identify when processing is based on the performance of a contract or on consent. For more information, please contact us using the details at the end of this Policy.

<p>The right to restriction</p>	<p>You have the right to request the restriction of the processing of your data. This right means that our processing of your data is restricted, so we can store it, but we cannot use it nor subject it to further processing. It applies in limited circumstances listed by the General Data Protection Regulation.</p>
<p>The right to disable Cookies</p>	<p>You have the right to disable Cookies. Internet search engine settings are normally programmed to accept Cookies by default, but you can easily adjust them by changing your search engine settings.</p> <p>Many cookies are used to improve the use and functionality of websites/applications.</p> <p>If you wish to restrict or block all cookies that are set by our websites/applications (which may prevent you from using certain parts of the website), or any other websites/apps, you can do this through your search engine settings, whose explanation is set out in this Policy.</p>

Use of Cookies

What are Cookies?

These are small text files that are stored on the owner's computer to track visitor preferences and facilitate/optimize website navigation.

If you wish, you can delete Cookies at any time, under penalty of some functions no longer being available during browsing. For information on deleting cookies, please see your browser's "Help" function.

Why are Cookies used?

- To make websites work more effectively and quickly;
- To improve the security level when using a restricted access area;
- To help collect information that can best serve your interests;
- To gather statistical information to improve the way you relate to customers and products.

Benefits for the customer or user

- Better security;
- Do not repeatedly receive questions or information previously viewed.

Disadvantages

Some cookies can be installed in the user's browser for some time and there are also cookies that can monitor the user's journey on the companies' websites.

What type of cookies does Celoplás Group use:

Low-intrusive - used for user observation, but they do not provide any kind of personal information (Google Analytics);

COOKIE	DESIGNATION	DESCRIPTION	OTHER INFORMATIONS
Google Analytics	gat gali gid ga	These cookies are intended to collect information about how visitors use the website. The collected information aims to help improve the website, and all information collected is strictly anonymous.	For more information visit the website: http://www.google.com/analytics/learn/privacy.html

Use of cookies by Celoplás Group

All browsers allow you to accept, refuse or delete cookies by changing your Internet browser parameters. Changing the parameters can be done through the specific settings of your internet browser. Please be aware that the refusal of cookies may slow down access to the website and not allow access to certain areas of the website.

For more information about cookies, including to find out which cookies have been set and how they can be managed and deleted, visit www.allaboutcookies.org.

If you do not wish to be identified when visiting our website, you can do so using the following link: <http://tools.google.com/dlpage/gaoptout>

You can find information about cookie control according to your internet browser in the following table:

BROWSER	SITE
Microsoft Edge	https://support.microsoft.com/pt-pt/help/4027947/windows-delete-cookies
Chrome	https://www.google.com/chrome/intl/en-GB/more/privacy.html
Firefox	http://support.mozilla.org/en-US/kb/Clear%20Recent%20History
Safari	http://support.apple.com/kb/PH5042
Opera	http://www.opera.com/browser/tutorials/security/privacy/

Data Security

Celoplás Group is committed to ensuring the protection of the security of your data. To this end, several technical and organizational security measures were adopted to protect the personal data provided by its holder against loss, misuse, alteration, unauthorized processing or access, as well as against any other form of unlawful processing. In this regard also, Celoplás Group requires its subcontractors to adopt security measures equivalent to those practiced internally. However, Celoplás group may transmit data to third parties in cases of judicial and/or administrative proceedings, provided that it is duly ordered.

Changes to Privacy Policy

Celoplás Group reserves the right to change its Privacy Policy at any time and these changes will be duly displayed on this website.

Responsibility for the Collection and Processing of Personal Data

Each Celoplás Group company is responsible for collecting and processing personal data on its website. For any questions or concerns related to this Privacy Policy or if you wish to exercise any of your rights mentioned above, please contact Celoplás Group through:

Celoplás, Plásticos para a Indústria S.A.

Rua de São Mateus, n. º 299

4775-127 Grimancelos - PORTUGAL

Tel: (+351) 252 960 060

Fax: (+351) 252 960 061

E-mail: rgpd@celoplas.pt

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