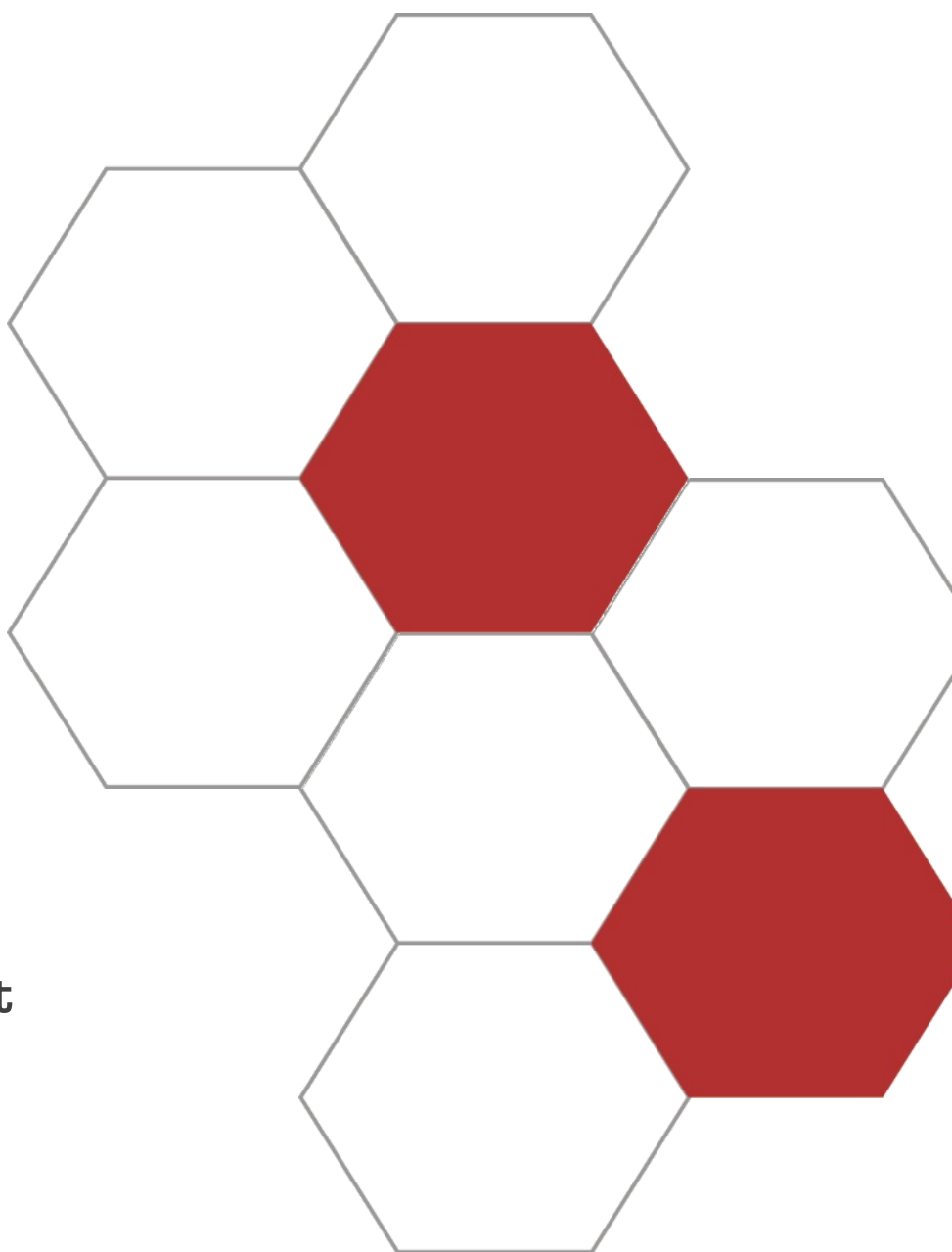




**HC**<sup>®</sup>  
**CT**



# Privacy Statement

agosto 4, 2023



## Application Scope and Liability

**HCCT** provides consulting and training services for people development; has one of our commitments we have the protection of people privacy and consequently their data, in the various spheres of interaction with their partners.

With the entry into force of the General Regulation on Data Protection (EU) on May 25, 2018, the commitment of **HCCT** in this regard will be as follow.

**HCCT** is not responsible and does not provide guarantees regarding other sites that can be accessed through a link on the **HCCT** website. In addition, it is the responsibility of the user to take precautions and ensure that the information he or she withdraws does not contain harmful characteristics.

**HCCT's** Privacy Policy describes the relevant points about the data that is collected, for which purpose, as you can consult, among others.

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## Vision

We see ourselves as a strategic partner in identifying and defining procedures of **H**uman Capital development, supported by personal excellence as a determining factor of organizational success.

## Mission

Our mission is to optimize the internal and external procedures and the potentiality of **H**uman Capital in organizations to increase operational effectiveness and efficiency to reach excellence.

## Propose

Our mission is to optimize the internal and external procedures and the potentiality of Human Capital in organizations to increase operational effectiveness and efficiency to reach excellence

## Values

### Loyalty

We base our actions on congruence with our principles and ethics; We maintain a superior dedication to the objectives set, honoring the commitments with our customers and maintain honest and sincere relationships with our partners.

### Confidence

We strongly believe in the reliability of our actions, activities and relationships with our stakeholders; We face the future with optimism and audacity, aligning our projects toward sustainability

### Commitment,

Our commitment and perseverance are demonstrated through passion and proactivity to create value for the organization and continually improve individual and team performance.



## Data Collection

Your data when collected, processed and kept by **HCCT** – Formação e Consultoria Lda., headquartered at Travessa Cruzes do Monte 46, 4470-169 - Maia, with NIF 513 469 508; by any of the means of interaction, occurs in the interactions with the **HCCT**, namely:

- Business process
- Requests for information and registration for training services
- General information requests
- Download guides and other documentation
- Event management (on-site and / or online)
- Recruitment or spontaneous application processes
- Training Sessions

Depending on the nature of the interaction and on what is needed, **HCCT** may ask for some personal information, such as: name, email, address / telephone number, ID number, date of birth, gender, nationality, academic qualifications, professional status and / or bank details / payment.

## Why We Collect Data

**HCCT** collects and processes your data just as strictly necessary, which is only requested when related to the purpose in question, in accordance with your consent and for legitimate purposes such as:

- Provide an appropriate and targeted response to information / proposal requests;
- Communicate better with you, for relevant subjects and only as often as necessary, according to the characterization of your data and your preferences;
- Comply with business purposes, namely statistical data to improve the performance of the various services provided;
- Comply with the requirements of the accrediting entities, on which depends the validity of the certificates of some of the services provided, namely, training actions;
- Billing services / products, such as training actions;

Where there is no specific legal obligation, personal data shall be processed by **HCCT** only for the time necessary to achieve the defined purpose.



## Data Sharing

The **HCCT** may communicate your personal data to third parties only when strictly necessary and ensuring that they treat those personal data solely and exclusively for the indicated purposes.

When applicable, we will share your information with:

- Regulatory entities, for verifying compliance of the activities provided by **HCCT**;
- Entities with **HCCT** has an operational partnership, for carrying out activities.

The data processing may be performed by a suitable service provider hired by **HCCT**. This service provider will exclusively treat the data for the purposes established by **HCCT** and in compliance with the instructions issued by us, strictly complying with the legal rules on personal data protection, information security and other applicable standards.

## Data Protection Rights

You may exercise your rights under the General Regulation on Data Protection, such as: access, rectification, limitation or deletion of your personal data at any time.

If the use of your personal data is based on consent, you have the right to withdraw it, without compromising the validity of the processing of data made up to that moment.

In the event of requesting any type of request regarding your data, you may be required to provide identification proof, for security and protection reasons, to the data in subject.

For any question related to this subject, you should contact **HCCT** via email [contactus@hcct.eu](mailto:contactus@hcct.eu).



## Security of Personal Data

We use a set of appropriate security technologies and procedures to protect your Personal Data from unauthorized access, use or disclosure through security policies aligned with the best information security practices.

## Changes to this Privacy Statement

This privacy statement will be subject to updating when required by law or deemed pertinent.

When we post changes to this policy, we will simultaneously change its "update date".

We encourage you to periodically review our privacy statement to keep you informed of how **HCCT** protects your Personal Data and to keep you up to date on the information and rights that you see".

