

## Privacy Policy

### 1. STEP Commitment

Today, as in the past, STEP's concern is to protect the privacy and personal data of its employees and those who address us looking for, for example, opportunities for professional collaboration.

STEP undertakes to comply with and enforce the rules described in its Privacy Policy, to minimize the collected data to the strictly necessary, restrict and control its availability to third parties, in accordance with the terms herein described.

### 2. Data controller

The collection and processing of the data to referred in this Policy is under STEP – Consolidated, Lda - NIPC 508 352 185 responsibility, here abbreviated by STEP.

STEP monitors the compliance of data processing; provides information; clears any questions on this matter.

### 3. Mandatory collection

It is essential that the worker provides your personal data requested for processing his registration, continuing a possible collaboration process. If STEP cannot collect them, it cannot guarantee the relationship will be established in a same manner.

Personal data will be used for the purposes below described. STEP act with professional secrecy.

Important, we remember, always keep your personal data up to date on our Services.

### 4. Your data will be collected and processed to,

#### Professional collaboration

- Identification of skills and professional characteristics, in the process of selection, recruitment or collaboration;
- Complete your registration, establish the employment contract and constitute your Individual Registration File;
- To prove the medical aptitude for the performance of the professional activity, in the STEP activity area;
- Give support a work-accident participation to the Assurance Company, that could require further treatment and follow-up;
- Support harassment case participations or other type, that could be formulated and that requires further processing of the provided information, for internal investigation and decision-making.

#### Business partnership

- To process your order and provide you with our services and products;
- To assess your satisfaction level with the provided services.

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### **Specific purpose:**

In the case of any service providers in STEP's areas of activity such as metalwork, welding, electrical /mechanical maintenance, painting, etc., your data will be stored in the Database, owned by STEP, for easier cataloging and verification of the service provider.

### **Making available to third parties:**

Only for STEP's activity scope (essentially metalworking, repair and naval or industrial maintenance), your data may be made available to third parties for the establishment of the selection processes, contracting, training, payroll, accounting and taxation, or to easily access to facilities/ ships / equipment where STEP works take place.

### **Cookies:**

When browsing the STEP website, only temporary and strictly necessary session cookies are produced, which only remain until you leave the website.

## **5. Rights of the data owner**

In accordance with the applicable legislation, and at any time, you may withdraw or change the consent given to the processing of your personal data, including access, rectification, payment, limitation, opposition and portability.

At any time you can access your data, to consult, change or delete them, so you should contact STEP, by phone (+351) 212 742 817, email [office@step-consolidated.com](mailto:office@step-consolidated.com) or in person at our head office, in Shipyard da Rocha de Conde de Óbidos, edif. C, 1350-352 Lisbon.

If necessary, you have the right to claim directly to STEP or to the National Data Protection Commission.

## **6. Data retention period**

Your data will only be kept during your relationship period with STEP and after its termination only for the legal period stipulated and, after that, destroyed on our own initiative.

They may, during this period, be accessed by you in the terms defined in this Policy.

Your personal data will be stored and blocked to keep its restricted access.

Lisbon, 14<sup>th</sup> October 2022