# **Privacy Policy**

### Introduction

AAC Têxteis develop and produce garments of the highest quality for the luxury fashion market.

AAC Têxteis fully understand and respect the importance of your privacy. We take our role to protect the private and personal information you share with us, very seriously. This privacy policy outlines who we are, why and how we collect and store your data, who we share that data with, how long we store your data and the steps we take to protect it. This statement also sets out your rights and how you can exercise those rights, including the ways to contact us.

The data is processed by AAC Têxteis, legal identification number: 501837264, at the company's head office: Rua de Roederstein, lot 4, Vilarinho das Cambas, 4760-774 Vila Nova de Famalicão, in accordance with European data protection law.

For any questions relating to the processing of your personal data, please do not hesitate to get in contact via any of the following means:

Telephone: +351 252 800 200

Postal: Rua de Roederstein, lote 4

Vilarinho das Cambas

4760-774 Vila Nova de Famalicão

E-mail: candidaturas@aactexteis.pt

## How do we collect your personal data?

Your data will be collected and processed as follows:

- 1. if you submit personal data on our website to seek further information or make any requests;
- 2. if you work with AAC Têxteis (including temporary employment), we will collect data for purposes such as, employment contracts etc.;
- 3. if you are a customer, supplier or service provider of AAC Têxteis

# Purposes and grounds for processing personal data

#### The Provision of Services

Your personal data will be collected and processed to allow AAC Têxteis to provide its service, including:

- when it is necessary to enter into a contract, in order to perform a service;
- when the processing of data is required to comply with the legal obligations to which AAC Têxteis is subject;



- Under these circumstances, data will be kept either for as long as legally required, or for the time strictly necessary.
- when the processing is necessary for legitimate business interests, in which case upon your request, AAC Têxteis will provide justification of the compelling reason for the processing of your data.

#### **Customer Service**

Data is also processed in order to provide related customer services and assistance, only if this has been authorized in the declaration of consent or acceptance of our Privacy Policy published on our website.

Your data will be kept for this purpose for the time strictly necessary or after 1 year of inactivity.

## How do we keep your personal data safe?

We use a variety of security measures to protect and safeguard your personal data.

Although we cannot completely eliminate the risk of security breaches, we and our service / business providers / partners take every effort to implement and maintain physical, electronic and procedural security measures to protect your personal data.

Examples of which are:

- restricting internal access to your personal data according to a strict "need to know" criteria and only ever permitting access within the communicated scope;
- transfer of personal data to external entities using a Cloud service with the creation of a link with access credentials;
- using firewalls to protect information technology, by filtering traffic and blocking unwanted traffic or unrecognized sources from gaining unauthorized access to your personal data;
- routinely monitoring the access to our information technology systems, in order to detect and prevent any misuse of your personal data.

### **Retention time**

Personal data is only ever stored for as long as required by the purpose they have been collected for.

Once the retention period expires, personal data will be deleted.

For the purposes described in this Privacy Policy (provision of services; customer service) your personal data shall be kept for the legally required period or for a maximum period of 1 year from the date of receiving consent or the last contact date (whichever occurs last), as long as consent is not withdrawn.

## Who has access to your information?

We may share data to companies subcontracted by AAC Têxteis, who may process the information on our behalf, to provide services and/ or to judicial, tax and regulatory authorities to comply with legal requirements.

Subcontractors are only ever provided with the personal data necessary for the provision of the particular service in question.



Any personal data shared with our suppliers / service providers must be stored on secure servers and should only be accessed and used in accordance with our policies and standards (or the equivalent policies and standards of our suppliers / service providers).

## Your rights

At any point, you have the right to:

- withdraw your consent, where you have previously given your consent to the processing of your personal data;
- access and request a copy of the personal information being stored by AAC Têxteis;
- verify personal data and seek correction / rectification if it is inaccurate or incomplete;
- have your personal information deleted or to restrict / limit the processing of your personal data;
- if the processing depends on your consent / agreement and is done by automated means, you have the right to receive the personal data previously provided, in a structured, commonly used form and in a computer-readable format.

Any request to exercise these rights can be directed to AAC Têxteis through the contact details provided in this Privacy Policy. These requests will be handled with due respect and care to always ensure the protection of your rights. You may be asked to provide proof of your identity, to ensure that personal data is solely shared with the owner.

Any requests to exercise these rights, will be addressed, as early as possible and always within 1 (one) month. Please note, that in certain cases (e.g. due to legal requirements) your request may not be immediately satisfied.

If you think your data protection rights have been breached and are generally dissatisfied with the processing / handling of your personal data, or our response following the exercise of these rights, you have the right to lodge a complaint with your competent data protection authority.

#### Right of access

You, as a data subject, have the right to access your personal data, learn if this data is being processed by AAC Têxteis, and if applicable, obtain a copy of the data undergoing processing.

### Right of correction

The data subject has the right to verify personal data and seek correction / rectification of that data if inaccurate or incomplete, without any undue delay.

## Right to be forgotten

The data subject has the right to ask AAC Têxteis to delete or otherwise remove their personal data, without undue delay. AAC Têxteis must delete the personal data, under any of the following circumstances:

- a) personal data is no longer necessary for the purpose it has been collected or processed for;
- b) the data subject has withdrawn consent to the processing of data (in cases whereby the processing is based on consent) and there is no other basis for such processing;
- c) the holder is opposed to the processing of their personal data and no prevailing legitimate interests that justify the processing exist.



#### Right to restrict the processing of data

The data subject has the right to restrict the processing of their data, under any of the following circumstances:

- a) should the data subject dispute the accuracy of the personal data, data processing shall be restricted until AAC Têxteis can verify its accuracy;
- b) the processing of data is lawful and the data subject objects to the deletion of their personal data and instead requests, the limitation of use;
- c) AAC Têxteis no longer needs personal data for processing purposes, but the storage of this data is required for the purposes of declaration, exercising or defending of rights in a legal proceeding;
- d) dhould the data subject object to the processing of this data, data processing shall be restricted until AAC Têxteis can verify that their legitimate reasons / interests, prevail over those of the data subject.

#### Data Portability right

If the processing depends on the consent of the data subject and this consent has been given by automated means, the data subject has the right to obtain the related personal data provided / submitted to AAC Têxteis in a structured format suitable for re-use and automatic reading.

#### Right of opposition

In cases where data is processed as follows:

- a) for the purposes of the legitimate interests pursued by AAC Têxteis;
- b) for direct marketing purposes;
- c) for profiling / the creation of data profiles.

The data subject always has a right to oppose this kind of processing of their personal data.

#### Withdrawal of Consent

If consent is legally required for the processing of personal data, the data subject has the right to withdraw consent at any time. However, this right does not compromise the lawfulness of the processing carried out on the prior basis of the consent or the subsequent processing of the same data, based on another legal basis, such as the fulfillment of the contract or legal obligation to which AAC Têxteis is subject.

If you wish to withdraw your consent, you can contact us by letter, telephone or email.

#### Recruitment

The information and personal data contained in a Curriculum Vitae or other similar document, that is sent by any candidate for a position at AAC Têxteis S.A, be it by email or any other means, will be processed in an automated way, for the related purposes of recruitment and selecting the most appropriate candidate.

By providing said information and personal data to the company, the candidate gives consent for this information and personal data to be processed by AAC Têxteis

Any sensitive data included in the application and considered to be based on the consent of the data subject, will be processed solely for the purposes of recruitment and candidate selection, only if explicitly relevant for these purposes.



Candidates have the right, at any time, in accordance with the applicable laws in force, to access, rectify, erase, limit or oppose the processing of any personal data. This should be communicated via any one of the following means, should a candidate wish to exercise these rights:

- the dedicated space available on the AAC Têxteis's website;
- an email addressed to: candidaturas@aactexteis.pt.

Applicants also have the right to withdraw their consent at any time, in accordance with European data protection law and also have the right to lodge a complaint with your competent data protection authority.

The company will keep the candidates' personal data for the time required to carry out the purpose it has been collected for. The data collected under this privacy policy does not constitute the fulfillment of a legal or contractual obligation. However, if the candidate is selected, personal data will be used to prepare the respective contract. The data collected will not be subject to automated decisions. The data can be used for profiling for the sole purpose of determining which candidate to select, and the final decision will always be non-automatic and subject to human intervention. If a candidate objects to being subject to a decision based on a profile, they must either explicitly declare this or refrain from submitting an application. The company has implemented appropriate technical and organizational measures to protect personal data against accidental or unlawful destruction, alteration, unauthorized access and disclosure, or any other form of unlawful processing. Employees authorized to access personal data are bound by the duty of confidentiality.

## Use of cookies and similar technology

AAC Têxteis uses cookies on our website to: ensure proper and efficient functioning; offer an optimal browsing experience; undertake key usage analysis; recommend content based on your preferences; display advertisements on other websites that may be of interest to you and facilitate interaction on social media.

Occasionally, AAC Têxteis may update this Privacy Policy.

We ask that you periodically review this document to stay up to date.