

Privacy Notice for Daymon Portugal

1. Who are we?

Daymon Worldwide Consultancy, Unipessoal Lda. (“Daymon Portugal”), is a company registered in Portugal with taxpayer number 515342602 and registered address at Avenida Dom João II nº50 7º andar, 1990-095 Lisboa, Portugal. We are the data controller for the purposes of this Privacy Notice.

2. What is this Privacy Notice for?

This Privacy Notice gives you information about how we will use personal data and other private information collected by or provided by you to Daymon Portugal. When we refer to ‘personal data’ in this Privacy Notice it means any information that relates to you from which you can be identified. This Privacy Notice governs the processing of your personal data so please read it carefully.

3. What Personal Data may we collect?

We may collect the following personal data about you:

- o The personal details you provide (such as name, address, e-mail address, business or personal address, phone number) when working with Daymon Portugal.
- o Payment details you provide for the purpose of processing any payments for work completed by Daymon Portugal on your instruction.
- o Personal details including your name, contact details, cv, and any other information you choose to provide, when corresponding with us by phone or email.
- o Information about your preferences (responses to direct marketing and opt-outs from direct marketing) and any information provided to us by third parties.

4. How we use your data

We may use your personal data in the following ways:

- o To operate our business and provide you with services you have requested.
- o To verify your identity.
- o To acknowledge, confirm and deal with your enquiry, job application, brief or order.
- o Where we are asked to deal with any other enquiries or complaints you may make.

- o To provide you, with information about our services. Any marketing email that you receive from us will allow you to unsubscribe to further email promotions.
- o To contact you in connection with user/customer/member surveys and use any information you choose to submit in response.
- o The management of job applications.
- o To give effect to your legal rights and your rights under this Privacy Notice.
- o To protect against fraud, identity theft, and other unlawful activity.
- o To establish or exercise any legal rights or claims.
- o To satisfy our obligations under applicable law, this Privacy Notice, and any other policies or terms that are applicable to our relationship with you.
- o For other purposes to which you have consented, and we may combine personal data that you provided to us with other information we collect about you for the purposes set out in this Privacy Notice.

5. Disclosure of your personal data

We may share your personal data with third parties in the following situations:

Companies affiliated with Daymon Portugal, including its parent company Advantage Smollan Limited	In connection with the administration and running of the business.	EU & UK
Microsoft CRM Dynamics	Business to business management.	United States
Microsoft 365 Dynamics	Business to business and finance management	EU & UK
To other third parties in line with applicable legal requirements	To comply with legal obligations that we are subject to.	Various

Other disclosures:

- o We may disclose your personal data to our employees and agents to the extent necessary to provide you with the services you have requested.
- o We may make your personal data available to selected third parties who act on our behalf to support our operations (for example, card processing or payment services) and credit reference agencies to protect against possible fraud, subject to appropriate contractual protections in accordance with applicable law.

- o Our IT suppliers and contractors (e.g. data hosting providers or delivery partners) who may need to have access to your personal data to provide IT support and enable us to provide products and services, subject to appropriate contractual protections in accordance with applicable law.
- o If we sell or transfer all, or any portion, of our business or our company assets to any third party, personal data held by us from you may be one of the transferred assets.
- o To protect us or contractors against loss or damage (including without limitation, exchanging information with the police, courts or law enforcement organisations).
- o To the extent necessary to establish, exercise or defend legal rights or claims, or for the purposes of investigating actual or suspected unlawful activity.

6. Security

We take the security of our clients' data very seriously and we use appropriate measures to protect all personal information collected in a secure, controlled environment consistent with data protection legislation.

7. International transfers

Daymon Portugal uses some third parties who are based outside of the EEA, as shown in Section 6 of the Daymon Privacy Policy, so your personal data may be transferred internationally. Where your data is shared to a country outside of the EEA, we will ensure that necessary arrangements are in place to provide appropriate safeguards for your information. These arrangements may involve the use of an Adequacy Decision, Standard Contractual Clauses, or other permitted mechanisms.

8. Lawful basis for processing

The EU General Data Protection Regulation (GDPR) requires that we must have a lawful basis when processing (using) your information. We may rely upon one of the following lawful bases for the processing that we carry out:

Lawful Basis	Relevant Processing Activity
The processing activity is necessary for the performance of a contract	<ul style="list-style-type: none"> ● We will process your personal data necessary to perform a contract or to take steps at your request, before entering a contract, including job applications.
The processing activity is in our legitimate interests	<ul style="list-style-type: none"> ● To further our marketing activities and to help spread awareness of Daymon Portugal and our services.

	<ul style="list-style-type: none"> • To ensure that we are providing you with quality services and to allow us to improve our services where possible. • To enable business management and forecasting. • To process general enquiries.
The processing activity is necessary for compliance with a legal obligation	<ul style="list-style-type: none"> • We may need to process your personal data to comply with relevant laws, regulatory requirements and to respond to lawful requests, court orders and legal process.

9. Data Retention

We will only retain your personal data for as long as we require the personal data in connection with the purposes set out in this Privacy Notice, except where we are required, or permitted, under applicable law, to retain your personal data for additional periods of time.

10. Business to Business Marketing

As a part of our marketing practice, we make unsolicited contact with companies, including individual employees of such company, by telephone or email to inform them of our services that could result in a mutual commercial interest. We obtain the contact details for such companies and its employees from public information including company websites, business and social media, sector news and industry conferences. We also may have obtained such contact details directly from you or your company if you or your company have previously contacted us using a corporate phone number or corporate email address. Any personal data collected and processed for our business-to-business marketing practice as detailed herein is done so pursuant to our legitimate interest to market our services to you.

11. Your Data Protection Rights

Subject to applicable law, you may have the following rights in relation to your personal data:

- o the right to request access to or copies of the Personal Data that we process
- o the right to rectification of any inaccuracies in your Personal Data
- o the right to erasure of your Personal Data
- o the right to restrict processing
- o the right to object to processing

- o the right to data portability
- o rights in relation to automated decision making and profiling; please note that Daymon Portugal does not undertake any automated decision making or profiling.

If you wish to exercise any of these rights please select this [LINK](#) and complete the online form. We may also need to ask you for further information to verify your identity before we can respond to any request.

12. Contact

Questions, comments or requests regarding this Privacy Notice or any of our processing should be made to our Data Protection Team by completing the form available via this [LINK](#) or post at: Data Privacy, Rua João Chagas, 10b Dto. 1500-493, Lisboa Portugal.

13. The right to lodge a complaint with a supervisory authority

You have the right to complain to Comissão Nacional de Proteção de Dados. You can do this by:

E-mail: geral@cnpd.pt

Post: Av. D. Carlos I, 134 - 1.º 1200-651 Lisboa