

# Privacy Policy

## Who are we?

**RCDPlas** respects the privacy of visitors to the pages of [www.rcdplas.com](http://www.rcdplas.com) and takes all care possible to respect related information.

## Why have we created this Privacy Policy?

We have created this Privacy Policy because we would like to inform our customers and users about the general rules on privacy and how their personal data is processed. We collect and process this data compliance with the Law on Personal Data Protection.

**RCDPlas** respects best practices in the field of personal data security and protection and has therefore implemented a rigorous programme to ensure the protection of data made available by anyone who deals with the Company.

In this context, **RCDPlas** has a Personal Data Protection Officer who is responsible for implementing and checking this Privacy Policy as well as defining clear rules for processing personal data, ensuring that everyone who entrusts us with the processing of their personal data is aware of how the Company processes it and what their rights are in this field.

Please read this Privacy Policy carefully because, if you are viewing our website, the provision your personal data implies that you are aware of and accept this policy's conditions. By providing your personal data, you authorise the collection, use and dissemination of it in accordance with the rules defined herein.

## Intellectual property rights

The contents of this website, including but not limited to images, text, software, photographs, sound, music, videos, interactive resources and the like ("Content"), the brands and logos ("Brands"), or any other industrial or intellectual property rights on this website are the property of RCDPlas, and the unauthorised use thereof by third parties is strictly prohibited.

The content of this website is provided for information purposes and personal use only and may not be used, copied, reproduced, distributed, transmitted, disseminated, sold, licensed or in any way exploited for any other purpose without prior written consent from the relevant owners. Users declare that they shall not use, deactivate or interfere with resources relating to the security of the Website or Application.

Users may, however, print material contained on this website provided that said content is not altered, is for personal, non-commercial use, and contains an indication of the source and copyright, and provided that any other indication of ownership is not removed.

Nothing on this website shall be interpreted as granting any kind of licence or other authorisation of use to its users.

The website may contain images or other materials, the copyright of which belongs to third parties, for example suppliers or other bodies that contribute to creating or maintaining them (such as, for example, photos from image banks).

## Content and guarantees

Users agree that they use this website at their own risk. To the full extent permitted by the law, RCDPlas is exempt from any explicit or implied guarantees regarding use of the website [www.rcdplas.com](http://www.rcdplas.com), does not guarantee that the content of its pages is accurate or correct, and accepts no responsibility or obligation for any (i) errors or imprecise content, (ii) personal damage or damage to property of any kind resulting from accessing or using the website or application, (iii) unauthorised access or use of our secure servers and/or personal and/or financial information stored therein, (v) interruptions or suspension in transmission from or to our web page, (iv) errors, viruses, Trojans or similar viruses that may be transmitted to or via the website and/or (v) errors or omissions in the content or any loss or damage occurring as a result of using the content published, sent, transmitted or made available via the website, (vi) unavailability or any other difficulty or failure to download or access content or any other failure in the communication system that may lead to the website being unavailable.

RCDPlas shall not be responsible for any website assistance or maintenance.

RCDPlas accepts no responsibility or obligation for the content transmitted among users or between users and any third party external to this website.

## What does this Privacy Policy cover?

This Privacy Policy applies exclusively to the collection and processing of personal data performed by this company.

On the website, you can find links providing access to other websites that are unconnected to RCDPlas. These links are provided in good faith, and RCDPlas cannot be held responsible for the collection and processing of personal data performed on those websites, nor be held responsible for the correctness, reliability or functionalities of websites belonging to third parties.

The provision of links to websites outside RCDPlas does not therefore imply any assumption of responsibility with regard to such websites and, consequently, this Privacy Policy does not apply to them. RCDPlas believes it is very important to read Privacy Policies on all websites visited.

## What is personal data?

When we discuss personal data, we mean information of any nature and regardless of the media used, including sound and images, relating to a single, identified or identifiable person.

The person is considered identifiable if he or she is directly or indirectly identified through references to an identification number or to one or more specific elements of his or her physical, physiological, mental, economic, cultural or social identity.

## Who is responsible for processing data?

The organisation responsible for collecting and processing personal data is RCDPlas, which provides the services and in this context decides which data is collected, how it is processed and the purposes for which it is used.

## Data Protection Officer

If you have any questions regarding data protection or this Policy, you can contact the Data Protection Officer using this email address: [info@rcdplas.com](mailto:info@rcdplas.com).

## What type of personal data do we collect?

RCDPlas, as part of its activity, collects and processes the personal data necessary to provide services and/or supply products, in that context processing data such as your name, address, date of birth, gender, e-mail address, academic qualifications, tax identification number, etc. This information may be requested when users register or fill in contact forms on our websites, as workers, job applicants, trainees, trainers, suppliers, visitors, partners, etc., or when receiving or sending e-mail messages or for services that require registration or subscription. Any personal information regarding all the stakeholders mentioned and others that use RCDPlas website shall be processed in accordance with the Law on Personal Data Protection (RGPD).

## When and how do we collect your data?

RCDPlas collects your data by telephone, in writing and through its website, with your consent. As a rule, personal data is collected when customers subscribe to one of our products or services.

Some personal data must be supplied and, if it is not, or if not enough data is given, RCDPlas cannot supply the product or service in question and so the Company shall inform customers of the compulsory nature of supplying the data.

If you are not an RCDPlas customer, your data will only be processed if you supply it to the Company, namely if you subscribe to newsletters, in which case the rules of this Privacy Policy shall apply.

The personal data collected is processed by computer in strict compliance with the legislation on personal data protection, and is stored on specific databases set up for the purpose. Under no circumstances shall the data collected be used for any purpose other than that for which the data owner gave consent.

## How long do we keep your personal data?

The period of time for which the data is stored and preserved varies according to the purpose for which the information is processed.

In fact, there are legal requirements that make it compulsory to conserve data for a minimum period of time. Therefore, whenever there is no specific legal demand, data shall be stored and conserved only for the minimum period necessary for the purposes that led to it being collected or subsequently processed or for the period of time authorised by the National Data Protection Commission, after which the data shall be deleted.

## How can you access, change or oppose the processing of your personal data?

Under the terms of the Law on Personal Data Protection, the data owner is guaranteed the right to access, update, amend or delete his or her personal data, and this can be performed via one of the contact methods provided by RCDPlas.

If you wish, you may cancel your registration or use at any time and you may choose not to receive any e-mail message. You may also choose to delete all your personal information on our database.

The data owner also has the right to receive a copy of the personal information in our possession. The company reserves the right to charge a small fee for administration and computer costs for any request made.

If you use the user registration process on our websites, your data shall be stored on a specific database for user supervision.

However, the data owner may request for it to be deleted whenever he or she desires by sending a written request to the official address on our website.

## How can we keep your data safe?

- Restricted personal access to personal data on a need-to-know basis and only for the purposes discussed;
- Collected data transferred only in encrypted format;
- Highly confidential data storage;
- Protection of information technology systems using firewalls in order to stop unauthorised access to your personal data;
- Constant monitoring of access to information technology systems with a view to preventing, detecting and stopping improper use of your personal data.

## How can you object to being contacted for marketing purposes?

RCDPlas may advertise new products or services to its customers by telephone, e-mail, SMS, MMS or any other electronic communications service unless the customer has objected to this when his or her data was collected.

If you do not wish to receive these communications, you may object at any time to the use of your data for marketing purposes, to the sending of information communications or its inclusion on information lists or services.

## What measures have been adopted by RCDPlas to ensure the security of your personal data?

RCDPlas makes a commitment to protect the security of personal data that is supplied to us and has approved and implemented thorough rules on this subject. Complying with these rules is an inalienable obligation for all those who legally access it.

Bearing in mind RCDPlas' great concern with and commitment to defending privacy matters, several technical and organisational security measures have been adopted to protect the personal data that is supplied to us to stop it from being disseminated, lost, improperly used, amended, processed or accessed without authorisation, as well as protecting it from any other form of illicit processing.

Therefore the forms for collecting personal data require encrypted browser sessions and all the personal data you supply us is stored securely on RCDPlas' systems.

Despite the security measures adopted by RCDPlas, we are obliged to warn everyone who browses the internet that they should take additional security precautions, specifically ensuring that they use a computer and browser that have up-to-date security patches and are properly configured, with an active firewall, antivirus and anti-spyware software, and check the authenticity of the websites they visit on the internet, and should avoid untrustworthy websites.

# How can I see what changes have been made to RCDPlas' Privacy Policy?

RCDPlas reserves the right to make adjustments or amendments to this Privacy Policy at any time, and such amendments shall be duly published on the relevant website.

Last updated on 5 July 2018.