

PRIVACY POLICY

LIPOR is the entity responsible for the management, recovery, and treatment of approximately 500 thousand tonnes of municipal waste, produced by 1 million inhabitants of the 8 municipalities that comprise it: Espinho, Gondomar, Maia, Matosinhos, Porto, Póvoa de Varzim, Valongo and Vila do Conde. LIPOR is the entity responsible for the collection and processing of your personal data, for the purposes referred to in this Privacy Policy and in strict compliance with the applicable legislation.

This privacy policy sets out the approach we take to the privacy of the data we process, while informing data subjects (customers, suppliers, how we process their personal information ("personal data") and how they can exercise their rights in relation to their personal data. Questions regarding this privacy policy, including any requests to exercise your rights over your personal data, can be made through the email address protecaodados@lipor.pt or by letter addressed to LIPOR's Data Protection Officer, to Apartado 1510 - Baguim do Monte.

To understand and be aware of how your personal data will be processed by LIPOR, please read this document in full.

1. OUR PRIVACY COMMITMENT

- Comply with the obligations inherent in the General Data Protection Regulation (GDPR), and other applicable legislation, including national legislation that complements the GDPR;
- Provide appropriate mechanisms for exercising the rights of data subjects;
- Apply the principles of transparency about the form and type of personal data we process;
- Ensure that subcontractors who process your personal data on behalf of LIPOR act with the same level of confidentiality and security.

2. WHO IS RESPONSIBLE FOR COLLECTING AND PROCESSING PERSONAL DATA?

The person responsible for the collection and processing of personal data is **LIPOR, Associação de Municípios para a Gestão Sustentável de Resíduos do Grande Porto**, a legal person governed by public law, with registered office in Baguim do Monte, Rua da Morena, 805-955, 4435-746 Baguim do Monte, legal person identification number 501394192, hereinafter identified as "**LIPOR**".

3. WHAT IS PERSONAL DATA?

'Personal data' means any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

4. HOW DO WE PROCESS YOUR PERSONAL DATA?

The processing of your personal data includes the registration, collection, consultation, use, adaptation, alteration, storage, destruction of data, among other operations, within the scope of the activity developed by LIPOR.

We will only process your personal data lawfully, e.g only when one or more of the following legal bases are met:

- If the data subject (you) gives his or her freely given, specific, informed, clear and unambiguous consent to the processing of his or her personal data for one or more specific purposes ("consent");
- Processing is necessary for the performance of a contract to which the data subject is party, or for pre-contractual steps at the request of the data subject;
- The processing is necessary for the fulfilment of our legal obligations;
- Processing is necessary for the purposes of our legitimate interests;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in LIPOR

5. HOW DO WE COLLECT YOUR PERSONAL DATA?

We collect personal data provided directly by you, for example, when you sign up for the different activities promoted by LIPOR by filling in forms on our website (www.lipor.pt), when you subscribe to our newsletter or when you contact us by phone, letter (addressed to LIPOR) or e-mail (e.g. info@lipor.pt).

We may also receive your personal data through our associated Municipalities, specifically in projects with joint responsibility for Processing (example: "Analysing and monitoring the process of adherence to the new Door-to-Door Selective Collection system"). For more information, please refer to the attached document: "roles and respective relationships of joint controllers in relation to data subjects".

6. WHAT TYPES OF PERSONAL DATA ARE PROCESSED AT LIPOR?

LIPOR collects and processes personal data necessary for the provision of services and/or supply of products, within the scope of the activities of each of LIPOR's activity areas.

Example of the categories and types of data that LIPOR may collect and process:

- [When you subscribe to our Newsletter](#)

Subscriber details: full name and email;

- [Enrolment in activities promoted by LIPOR and its associated Municipalities \(example: "Home and community Composting "; " Urban Kitchen Gardens Project "\)](#).

Identification data: Full Name, Date of Birth, Municipality to which you belong;

Contact details: Full address, e-mail, telephone;

Family life data: No. of household members

Other categories of non-sensitive personal data: Reason for registration, Approximate area of garden/land m²;

Composter details - address where the composter will be located;

- [Invoicing of services provided by LIPOR or sale of products \(example: "Sale of Nutrimais product"\)](#).

Invoicing data - Name, Address and tax number (TIN);

- [Enrolment in projects whose scope is social support \(example: " Operation Bottle Caps "\)](#).

Financial and asset information: IRS declaration;

Art. 9(1) (Health data) - Degree of disability, medical certificate or certificate;

- [When you apply on our website for job opportunities including internal mobility vacancies](#).

Data on professional life - Holder of public employment; Type of public employment relationship;

Declaration of public employment relationship; Curriculum Vitae; Academic Qualifications; Training Actions, Professional Experience, Year of schooling, Proof of training/education; Employer's

statement: Seniority, Type of Employment Contract, Professional Category and Remuneration Position;

- [Follow-up of the project "Door to Door Residential Collection"](#)

Collection Data - LIPOR code identifying the collection point, Municipality code identifying the collection point, equipment identification code, waste stream type and collection date and time;

- [Navigation on the LIPOR website](#)

Traffic data - IP address (cookies) when you browse our website (see point 13. How we use Cookies).

- [Ecofone Service](#)

Voice data - Call recording.

7. IMAGES (FOOTAGE, VIDEOS, PICTURES)

LIPOR, in the development of its activity, needs to resort to the production of content that includes the capture of images, videos and/or collection of testimonies where there may be identification of the owners involved and subsequent dissemination by internal and/or external means.

For activities whose processing implies the collection and use/dissemination of images (photo, video and/or testimonial collection) that allow identification, we always ask for your prior consent.

Example of some activities where the provisions apply:

- Participation in events organised by LIPOR
 - Activities developed by LIPOR together with its partners and/or associated municipalities (e.g. ["Door-to-Door Residential Collection"](#))
- Participation in training sessions or workshops organised by our LIPOR Academy.

In events in places of public access, such as our Adventure Park, there is always communication on our website and social networks with information on the date and time and, if there is the option of registration, prior consent is collected for image capture.

However, despite the efforts made by Lipor not to film any particular person who has not given their explicit and informed consent, favouring the capture of images of the space in general and using plans that are not directed to individuals, being a space of public access, large, large, with free circulation, and also due to the high number of visitors <sometimes more than 1000> this point may not be fully ensured, in which case, you may exercise your right to object to the treatment, through

the e-mail address: protecaodados@lipor.pt, without jeopardising the lawfulness of the processing carried out, in particular with regard to the images already used.

8. CHILDREN'S PERSONAL DATA

The personal data of children's, the collection and processing of which is not based on a legal basis or the exercise of public interest/public authority functions, will only be collected and processed with the express consent of their legal representatives. Legal representatives have the prerogative to exercise rights over the personal data of children under similar conditions as data subjects.

Participation in our holiday camps involves the processing of data of minors, namely:

- Identification data (Name, date of birth; copy of citizen card - front);
- Billing Data (VAT number);
- Art. 9(1) (Health data) - copy of individual health record (vaccination report) and if applicable (optional) medical declaration (example: dietary restrictions).

9. PROCESSING OF SPECIAL CATEGORIES OF PERSONAL DATA (ART. 9)

According to the Regulation, this category includes health data, biometric data, genetic data and all those that allow the disclosure of an individual's religious or political beliefs, trade union membership, ethnic origin or sexual orientation.

In compliance with the principle of minimisation, the personal data requested is strictly necessary to comply with the legal provisions to which LIPOR is bound. Thus, within the category of special data, we may request the following data from the holder:

- Art. 10 (criminal convictions) - Criminal record of candidates for public competitions where justified (e.g. where duties with minors are envisaged);
- Art. 9(1) - Health data, for example: Brief description of the problem, certificate or medical certificate - [For enrolment in the " Operation Bottle Caps"](#); Identification of food allergies - [For activities organised by LIPOR with catering or meal provision](#) (example: "Visits within the scope of the International Business Unit activity").

10. WHAT ARE THE PURPOSES AND GROUNDS FOR PROCESSING PERSONAL DATA?

LIPOR processes your data for the following purposes and based on the following legal grounds:

A. To fulfil **legal obligations**, we process your data for the purposes of:

- Management of Public contracts;
- Document/records management;
- Invoicing;
- Compulsory insurance;
- Mandatory communications to public authorities;
- Compliance with other legal or regulatory obligations;
- Claims management in the physical book.

B. Based on **pre-contractual enquiries**, we process your data for the purposes of:

- Management of Public contracts;
- Services provision;
- Management of visit requests within the scope of the International Business Unit activity.

C. Based on the performance of a **contract** (services provision / supply of assets / General terms and conditions / regulation / rules for participation in activities, competitions, or hobbies) concluded with the data subjects, we process their data for the purposes of:

- Management of contractual relations;
- Project enrolment management and subsequent follow-up and monitoring;
- Managing participation in activities;
- Management of requests for support and sponsorship.

D. Based on your **consent**, we process your data for the purposes of:

- Inquiries for participation in Co-financed projects funded by the European Union (EU) in which LIPOR has to provide evidence of the actions defined;
- Participation and dissemination of activities/projects/events in LIPOR's internal and/or external media;
- Capture and dissemination of multimedia content (photos, video and/or testimonial collection);

- Sending informative messages, newsletters, publicising events and trainings by e-mail;
- inquiry for participation in studies and projects in the area of sustainability
- Management of competitions/social media hobbies.

E. Because it is in our **legitimate interests** to strengthen the positioning of the LIPOR brand, ensure the integrity and management of our facilities, maintain our certifications, guarantee the sustainability of the organisation's human resources, and ensure the quality of the service provided, we process your data for the purposes of:

- Physical access control to our facilities;
- Booking of spaces;
- Management of Infrastructure, spaces and equipment;
- Protection of people and assets (Video surveillance of LIPOR facilities - CCTV);
- Organisation of events;
- Recruitment and selection;
- Management of requests for internships and/or collaboration in scientific work;
- Management of requests for information, clarifications or contacts via info@lipor.pt
- Stakeholders satisfaction survey;
- Management of suggestions, complaints and compliments;
- Management of our website;
- Obtaining EU funds through participation in Co-financed projects and/or national and international projects;
- Tenders to international markets (Multilateral Banking).

F. When is necessary for the **performance of a task carried out in the public interest or in the exercise of official authority vested in LIPOR**, we process your data for the purposes of:

- Provision of services and supply of assets within the scope of the pursuit of its corporate purpose (recycling, recovery, treatment and final utilisation of solid waste).

11. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

The period for which data is stored and retained varies according to the purpose for which the information is processed. Where there is no specific legal requirement, data will be stored and retained only for the minimum period necessary for the purposes for which it was collected or further processed, after which it will be deleted.

However, if personal data is processed for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) LIPOR may retain some of the data for longer periods, without prejudice to applying appropriate safeguards for the rights and freedoms of the data subject, in accordance with the legislation in force.

In order to determine the appropriate retention period, LIPOR takes into account the various resolutions of the European data protection supervisory authorities, in particular the Portuguese supervisory authority (CNPD), and the Archival Regulation for Local Authorities.

12. WITH WHOM DO WE SHARE YOUR DATA?

In strict compliance with legal obligations, we may share some of your personal data to official entities, such as insurance companies, judicial or administrative authorities.

If you are enrolled in activities or Co-financed projects, we will have to share some of your personal data, respectively, to the managing entities of EU funds and to the entities of the consortia, if the application is in consortium.

If you have joined one of our projects with Joint controllers (example: "Door to Door Selective Collection system"), we will have to share your data with our associated municipalities and partners involved in the project.

In certain circumstances, we may need to use partner companies to provide services, such as technology, support, or event promotion.

Whenever it is necessary to process some of your personal data in the context of such services, it is guaranteed that a contract or agreement is signed that guarantees compliance with the general data protection regulation and the obligation to ensure the same level of security and privacy of your data.

13. DATA TRANSFERS TO A THIRD COUNTRY OR TO AN INTERNATIONAL ORGANISATION (OUTSIDE THE EU)

The transfer of personal data by LIPOR to a to a third country or to an international organisation country that is not a member of the European Union may only be authorised if one of the following conditions is met in that third country:

- a) The third country, a territory or one or more specified sectors within that third country, or the international organisation in question ensures an adequate level of protection (here is an Adequacy Decision issued by the European Commission);
- b) A concrete derogation situation exists;
- c) The appropriate safeguards are in place, and on condition that enforceable data subject rights and effective legal remedies for data subject, including but not limited to:
 - (i) A legally binding and enforceable instrument between public authorities or bodies
 - (ii) Binding corporate rules;
 - (iii) The existence of a Data Transfer Agreement with European Standard Contractual Clauses (signed between LIPOR and the other entities) that have been approved by the European Commission as providing an adequate level of protection for your Personal Data;
 - (iv) adherence to a code of conduct or a certification procedure, accompanied by binding and enforceable commitments.

If necessary, LIPOR will submit a request for authorisation to the National Supervisory Authority (CNPD).

14. HOW DO WE PROTECT YOUR PERSONAL DATA?

LIPOR ensures and incorporates in all its processes a set of information security practices, technical and administrative controls and policies aimed to ensure the confidentiality, integrity and availability of the personal data processed.

Confidentiality— We ensure that access to data is limited to authorized parties;

Integrity— We ensure that the data is authentic and complete and has not been unauthorisedly or accidentally modified or destroyed during its life cycle;

Availability— We ensure that the data is accessible, as needed, by those who are authorized to use it.

Among others, we highlight the following measures:

- Restricted access to your personal data only by those who need it for the purposes we have set out above;
- Storing and transferring personal data only in a secure manner;
- Protection of information systems through devices that prevent unauthorised access to your personal data;
- Implementation of a set of technical controls that ensures the confidentiality, integrity and availability of your personal data;
- Regular monitoring of information systems in order to prevent, detect and stop the misuse of your personal data.

15. HOW CAN YOU EXERCISE YOUR RIGHTS AS A DATA SUBJECT?

To exercise your rights, request clarification or obtain further information, you can contact us at the following e-mail address: protecaodados@lipor.pt.

Data subjects have the following rights:

- **Right of transparent communication and information (Article 13 and 14 of the GDPR)** –;
- **Right of Access (Art. 15 GDPR)** – The data subject is entitled to have information concerning their personal data that is undergoing processing, as well as a copy of such data;
- **Right of Rectification (Art. 16 GDPR)** - The data subject has the right to have inaccuracies related to their personal data corrected;
- **Right to Erasure (Art. 17 GDPR)** "Right to be Forgotten" - The data subject has the right to require the data controller to delete their personal data if the continued processing of those data is not justified;
- **Right to restrict processing (Art. 18 GDPR)** - The data subject has in some situations, the right to limit the processing of their personal data to some purposes. [E.g. when the data subject contests the lawfulness of the processing or the accuracy of the data, and LIPOR as the data controller is in the process of verifying the accuracy of the data;](#)
- **Right of Portability (Art. 20 GDPR)** – Under certain conditions, the data subject may require their data to be provided to themselves or to another company in a commonly used machine-readable format;

- **Right to Object (Art. 21 GDPR)** - The data subject has the right to object to certain processing, upon which the processing shall cease. The data subject also has the right, on grounds relating to their situation, to object to processing if the processing is based on legitimate interest or public interest. When personal data is processed for the purpose of direct marketing, the data subject always has the right to object to such processing, including profiling.
- **Right to not be subject to Automated Decision-making (Art. 22 GDPR);** - The data subject's rights to not be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning them or similarly significantly affects them;
- **Right to send a complaint to the Data Protection Officer (DPO) or National Data Protection Authority** regarding the processing of your personal data;
- **Right to withdraw consent (Recitals 42 and article 7(3) GDPR)** When process is based on consent, the data subject has the right to withdraw that consent at any time.

Also in this regard, LIPOR has established that it will only send general communications (LIPOR Newsletter), which include, among others, the sending of informative messages, institutional communications, newsletters, dissemination of events and training when you have given your consent.

You can always object in one of the following ways:

- When the LIPOR newsletter is sent to your e-mail address, select the unsubscribe [link](#) "if you have not subscribed to the LIPOR newsletter or wish to stop receiving it [click here](#)";
- By requesting directly to the email protecaodados@lipor.pt the cancellation of the subscription and/or the intention to stop receiving the LIPOR newsletter;

If you withdraw your consent, you will strictly cease to receive communications from LIPOR for the intended purposes (sending informative messages, institutional communications, newsletters, publicising events and training), and this does not apply to communications sent within the scope of the provision of a service you requested previously (e.g [Door-to-Door Residential Collection](#)”).

16. HOW CAN YOU CONTACT OUR DATA PROTECTION OFFICER (DPO)?

Whenever you need, you can contact our Data Protection Officer (DPO) through:

- E-mail: DPO@lipor.pt;
- Letter addressed to: Data Protection Officer LIPOR, Apartado 1510 - Baguim do Monte

If you deem it necessary, you can file a complaint with the National Supervisory Authority (CNPD) through the website www.cnpd.pt, or by letter addressed to Av. D. Carlos I, 134, 1.º, 1200-651 Lisboa and the contacts of Telef. 213 928 400, Fax 213 976 832, e-mail geral@cnpd.pt, or resort to the ordinary courts.

17. HOW WE USE COOKIES

LIPOR may use cookies on its websites in order to improve the quality of the service, the functionalities provided and the user experience, and they are not used for profiling.

If you do not allow the use of cookies in some of the functionalities of our website, it may affect its performance and user experience.

18. CHANGES TO THE PRIVACY POLICY

LIPOR reserves the right to adjust or revise this policy at any time, and such adjustments or revisions shall be disclosed on its institutional website in due course.

" ROLES AND RELATIONSHIPS OF JOINT CONTROLLERS TOWARDS DATA SUBJECTS".

1. ACTIVITIES OF JOINT RESPONSIBILITY.

The actions of LIPOR and the Associated Municipalities are guided by a strategy and principles of sustainable development, in articulation with the European Union Directives and National Strategies in waste management matters, promoting an activity of public interest.

The activities of Door-to-Door Selective Collection (Residential and Non-Residential), Home gardens and Community and home composting, involve the processing of personal data under joint responsibility by LIPOR and its Associated Municipalities.



2. CONTROLLERS (JOINT RESPONSABILITY)

LIPOR and associated Municipalities provide the data subject with all information regarding the processing of their personal data:

- **LIPOR**

| Controller: | Contact details of the Data Protection Officers (DPO): |
|-------------|--|
|-------------|--|

LIPOR, Associação de Municípios para a Gestão Sustentável de Resíduos do Grande Porto, pessoa coletiva^o 501 394 192, with head office at Rua Morena, n.^o 805, 4435-996 Baguim do Monte, Telef. 229 770 100;

LIPOR: Apartado 1510 – Baguim do Monte
E-mail: dpo@lipor.pt

- **MUNICÍPIO DE GONDOMAR**

| Controller: | Contact details of the Data Protection Officers (DPO): |
|-------------|--|
|-------------|--|

Município de Gondomar, Autarquia Local, pessoa coletiva n.^o 507.410.785, with head office at Praça Manuel Guedes, 4420-193 Gondomar, Telephone: 224 660 500, Fax: 224 660 538, e-mail: geral@cm-gondomar.pt

Município de Gondomar: Praça Manuel Guedes, 4420-193 Gondomar, Telephone: 224 660 500; E-mail: rgpd@cm-gondomar.pt

- **MUNICÍPIO DA PÓVOA DE VARZIM**

| Controller: | Contact details of the Data Protection Officers (DPO): |
|-------------|--|
|-------------|--|

Município da Póvoa de Varzim Autarquia Local, pessoa coletiva n.^o 506 741 400, with head office at Praça do Almada, 4490-438 PÓVOA DE VARZIM, Telephone: 252 090 000, Fax: 252 090 010, e-mail: geral@cm.pvarzim.pt

Município da Póvoa de Varzim: Praça do Almada, 4490-438 Póvoa de Varzim; Telephone. +351 252 090 240; E-mail: dpo@cm-pvarzim.pt

- **MUNICÍPIO DE VALONGO**

| Controller: | Contact details of the Data Protection Officers (DPO): |
|-------------|--|
|-------------|--|

Município de Valongo Autarquia Local, pessoa coletiva n.º 501138960, with head office at Avenida 5 de Outubro, n.º 160, 4440-503 Valongo, Telephone: 224 227 900, e-mail: rgpd@cm-valongo.pt

Município de Valongo: Avenida 5 de Outubro, n.º 160, 4440-503, Telephone: 224 227 900; E-mail: dpo@cm-valongo.pt

- **MUNICÍPIO DE MATOSINHOS**

Controller:

Contact details of the Data Protection Officers (DPO):

Município de Matosinhos Autarquia Local, pessoa coletiva n.º 501305912, with head office at Av. D. Afonso Henriques 4454-510 Matosinhos, Telephone: 229390900 / 229392400, Fax: 229 351 645, E-mail: mail@cm-matosinhos.pt

Município de Matosinhos: Av. D. Afonso Henriques 4454-510 Matosinhos; E-mail: rgpd@cm-matosinhos.pt.

- **MUNICÍPIO DE VILA DO CONDE**

Controller:

Contact details of the Data Protection Officers (DPO):

Município de Vila do Conde: Autarquia Local, pessoa coletiva n.º 505804786, with head office at Praça Vasco da Gama, 4480-754 Vila do Conde, Telephone: 252248400, E-mail: geral@cm-viladoconde.pt

Município de Vila do Conde: Praça Vasco da Gama, 4480-754, Vila do Conde, Telephone: 252248400; E-mail: dpo@cm-viladoconde.pt

- **MUNICÍPIO DO PORTO E EMPRESA MUNICIPAL DE AMBIENTE DO PORTO, E.M., S.A**

Controller:

Contact details of the Data Protection Officers (DPO):

Empresa Municipal de Ambiente do Porto, E.M., S.A: pessoa coletiva n.º 514 280 956, with head office at Praça General Humberto Delgado, 4049-001, Porto, Telephone: 228 348 770, email: geral@portoambiente.pt

Empresa Municipal de Ambiente do Porto, E.M., S.A: Praça General Humberto Delgado, 4049-001, Porto, Telephone: 228 348 770, email: dpo.portoambiente@portoambiente.pt

- **MUNICÍPIO DE ESPINHO**

Controller:

Contact details of the Data Protection Officers (DPO):

Município de Espinho: Autarquia Local, pessoa coletiva n.º 501158740, with head office at Praça Dr. José Oliveira Salvador, Apartado 700, 4501-901 Espinho, Telephone: 227 335 800, e-mail: geral@cm-espinho.pt

Município de Espinho: Praça Dr. José Oliveira Salvador, Apartado 700, 4501-901 Espinho, Telephone: 227 335 800; E-mail: rgpd@cm-espinho.pt

- **MUNICÍPIO DA MAIA E A MAIA AMBIENTE, EM**

Controller:

Contact details of the Data Protection Officers (DPO):

Município da Maia: Autarquia Local, pessoa coletiva n.º 505387131, with head office at Praça Dr. José Vieira de Carvalho, 4474-006, Telephone: 229 408 600, Fax: 2 29 418 411, e-mail: geral@cm-maia.pt

Município da Maia: Praça Dr. José Vieira de Carvalho, 4474-006, Telephone: 229 408 600; E-mail: geral@cm-maia.pt

3. PERSONAL DATA, LAWFULNESS OF PROCESSING, PURPOSE, AND THE PERIOD FOR WHICH THE PERSONAL DATA WILL BE STORED

3.1. DOOR-TO-DOOR COLLECTION - RESIDENTIAL

| Personal Data | Purpose | Lawfulness of processing | Data Retention |
|---|--|---|--|
| Name, address, telephone number, email address, number of residents. | Enrolment to the Door-to-Door Selective Collection Service, contact to provide/request information necessary for the provision of the collection service; definition of profiles for follow-up and monitoring of each customer/user and statistical treatment. | Exercise of functions carried out in the public interest, under the terms of the Constitution of the Portuguese Republic (article 266, no. 1); Article 4, of the Code of Administrative Procedure; Article 23, no. 1, paragraph k) - environment and basic sanitation - of Law no. 75/2013, of 12/9; Decree-Law no. 102-D/2020, of 10/12. | The data retention period is 5 years, counted from the date of the conclusion of the procedure, under the terms of art. 27, of Decree-Law no. 433/82, of 27/10 and art. 40, of Law no. 50/2006, of 29/8. |
| | General communications (Newsletter), which include, among others, the sending of informative messages, institutional communications, newsletters, dissemination of events. Participation in sustainability projects | Consent of the data subject (Art. 6(1)(a) GDPR). | Until consent is withdrawn by the data subject. (Only name and e-mail) |
| LIPOR code identifying the collection point, Municipality code identifying the collection point, equipment. Identification code, waste stream and date and time of collection, need to personalise the service. | Recording and analysis of the collection placement rate for monitoring users of the Door-to-Door Selective Collection system; statistical treatment. | Exercise of functions in the public interest, under the terms of the Constitution of the Portuguese Republic (art. 266, no. 1); Art. 4, of the Code of Administrative Procedure; art. 23, no. 1, k) - environment and basic sanitation - of Law no. 75/2013, of 12/9; Decree-Law no. 178/2006, of 5/9. | The data retention period is 5 years, counted from the date of the conclusion of the procedure, under the terms of art. 27, of Decree-Law no. 433/82, of 27/10 and art. 40, of Law no. 50/2006, of 29/8. |

3.2. DOOR-TO-DOOR COLLECTION – NON- RESIDENTIAL

| Personal Data | Purpose | Lawfulness of processing | Data Retention |
|---|---|---|--|
| Mandatory data: <ul style="list-style-type: none"> • Identification data: Full name; signature • Other optional data: <ul style="list-style-type: none"> • Contact details: e-mail and telephone. <ul style="list-style-type: none"> • Data generated: container identification code | Membership of the non-residential door-to door collection service, contact to provide/request information necessary for the provision of the service; | Exercise of functions carried out in the public interest, under the terms of the Constitution of the Portuguese Republic (article 266, no. 1); Article 4, of the Code of Administrative Procedure; Article 23, no. 1, paragraph k) - environment and basic sanitation - of Law no. 75/2013, of 12/9; Decree-Law no. 102-D/2020, of 10/12. | The data retention period is 5 years, counted from the date of the conclusion of the procedure, under the terms of Article 27 of Decree-Law no. 433/82, of 27/10 and Article 40 of Law no. 50/2006, of 29/8. |

3.3. ORGANIC URBAN GARDENS (“HORTA À PORTA”)

| Project phase | Personal Data | Purpose | Lawfulness of processing | Data Retention | Recipients |
|---------------|---|--|---|--|---|
| Enrolment | <ul style="list-style-type: none"> • Mandatory data: • Identification data: Full name; date of birth • Contact details: address, postcode, town, municipality to which you belong, e-mail address, telephone number, number of persons in the household. • Other categories of non-sensitive personal data: reason for enrolment (predefined list) • Other optional data: • Contact details: mobile phone • Data generated: enrolment number | Enrolment in the project, contact to provide/request information necessary for garden management; follow-up and monitoring of allocated plots (compliance). | Contract (Normative - Organic Urban Gardens of the Porto Region) Art. 6 (1) (b) GDPR Exercise of functions carried out in the public interest, under the terms of the Constitution of the Portuguese Republic (article 266, no. 1); Article 4, of the Code of Administrative Procedure; Article 23, no. 1, paragraph k) - environment and basic sanitation - of Law no. 75/2013, of 12/9; Decree Law no. 102-D/2020, of 10/12. | Waiting list applicants: 1 year after project end date Registrants with allocated plot or withdrawals: 1 year after date of registration or date of withdrawal (annual revalidation) or 1 year after project end date | LIPOR and Municipality partners in the project |
| | | General communications (Newsletter), which include, among others, the sending of informative messages, institutional communications, newsletters, dissemination of events. Participation in sustainability projects | Consent of the data subject (Art. 6(1)(a) GDPR). | Until consent is withdrawn by the data subject. | LIPOR: Amplitude Net - Implementação e Gestão de Soluções Para a Internet LDA (name and e-mail) |

| Project phase | Personal Data | Purpose | Lawfulness of processing | Data Retention | Recipients |
|---|--|---|--|--|---|
| Training | <ul style="list-style-type: none"> Identification data: Name Contact details: address, e-mail, telephone | Compliance with one of the plot allocation criteria | Contract (Normative Organic Urban Gardens of the Porto Region) Art. 6 (1) (b) GDPR | 1 year after project end date | LIPOR and Municipality partners in the project |
| Plot Allocation | <ul style="list-style-type: none"> Identification data: Signature, Citizen card number and validity; Taxpayer number; Data generated: plot number In the case of subsistence gardens Financial and asset information (IRS proof), Professional data (Proof of unemployment status) | Plot Allocation | Contract (Normative Organic Urban Gardens of the Porto Region) Art. 6 (1) (b) GDPR | 1 year after withdrawal from the project or 1 year from the date of completion of the project. | LIPOR and Municipality partners in the project |
| Face-to-face monitoring of the Project | <ul style="list-style-type: none"> Identification data: Name Contact details: email, telephone | Monitoring and follow-up of the Horta à Porta project | Contract (Normative Organic Urban Gardens of the Porto Region) Art. 6 (1) (b) GDPR | 1 year after withdrawal from the project or 1 year from the date of completion of the project. | LIPOR and Municipality partners in the project |
| Studies and surveys related to urban gardens project promoted by LIPOR. | <ul style="list-style-type: none"> Identification data: Name Contact details: email, telephone | Continuous process improvement | Contract (Normative Horta à Porta - Organic Urban Gardens of the Porto Region) Art. 6 (1) (b) GDPR Legitimate Interest (continuous improvement cycle) | Until the study/survey is finalised | Universities;Service provider responsible for customer satisfaction survey; |

3.4. HOME AND COMMUNITY COMPOSTING (“TERRA À TERRA”)

| Project phase | Personal Data | Purpose | Lawfulness of processing | Data Retention | Recipients |
|---------------|---|---|--|--|--|
| Enrolment | <ul style="list-style-type: none"> Identification data: Full name; date of birth (year) Contact details: address, postcode, town, municipality to which you belong, e-mail, mobile phone. Number of persons in the household Other mandatory data according to the composting modality: HOME COMPOSTING: Other categories of non-sensitive personal data: | Enrolment in the project, contact to provide/request information regarding the project; follow-up and monitoring of the composting process. | <ul style="list-style-type: none"> Art. 6(1)(b) GDPR - Contract (Standard - Home and community composting) Art. 6 (1) (e) GDPR Exercise of functions carried out in the public interest, under the terms of the Constitution of the Portuguese Republic (article 266, no. 1); Article 4, of the Code of Administrative Procedure; Article 23, no. 1, paragraph k) - environment and basic | 1 year after the date of withdrawal or cancellation of registration Or 1 year after project end date | LIPOR and Municipality partners in the project |

| Project phase | Personal Data | Purpose | Lawfulness of processing | Data Retention | Recipients |
|--|--|--|--|--|--|
| | <p>Approximate area of garden/land m2</p> <p>COMMUNITY COMPOSTING:</p> <ul style="list-style-type: none"> Other categories of non-sensitive personal data: Preference for a community composting facility | <p>General communications (Newsletter), which include, among others, the sending of informative messages, institutional communications, newsletters, dissemination of events. Participation in sustainability projects</p> | <p>sanitation - of Law no. 75/2013, of 12/9; Decree-Law no. 102-D/2020, of 10/12</p> <p>Consent of the data subject (Art. 6(1)(a) GDPR).</p> | <p>Until consent is withdrawn by the data subject. (Only name and e-mail)</p> | <p>LIPOR: Amplitude Net - Implementação e Gestão de Soluções Para a Internet LDA (name and e-mail)</p> |
| Training | <ul style="list-style-type: none"> Identification data: Name Contact details: address, e-mail, telephone | <p>Compliance with one of the criteria for the award of a composter (Duties for users)</p> | <p>Art. 6(1)(b) GDPR - Contract (Earth to Earth Regulation - Home and community composting)</p> | <p>30 years after date of training (Once a holder has taken a composting training, if he/she wants to give up and come back later to participate in the composting activity, he/she will not have to take a new action).</p> | <p>LIPOR and Municipality partners in the project</p> |
| Delivery of equipment Composter; Bucket and in case of community composting, Mechanical key (cardboard)) | <ul style="list-style-type: none"> Data generated: LIPOR code identifying the composter. LIPOR code identifying the bucket | <p>Allocation of equipment</p> | <p>Art. 6(1)(b) GDPR - Contract (Earth to Earth Standard - Home and community composting)</p> | <p>1 year after the date of withdrawal or cancellation of registration or 1 year after project end date</p> | <p>LIPOR and Municipality partners in the T project</p> |
| Follow-up and monitoring | <ul style="list-style-type: none"> Earth to Earth enquiry form Identification data: Full name Contact details: e-mail, municipality where the composter is located. Other categories of non-sensitive personal data: average placement of filled buckets/week in composter; weight of filled bucket (in grams) | <p>Monitoring and follow-up of the Terra à Terra project</p> | <p>Art. 6(1)(b) GDPR - Contract (Earth to Earth Regulation - Home and community composting)</p> | <p>1 year after withdrawal from the project or 5 years from the date of completion of the project.</p> | <p>LIPOR and Municipality partners in the project</p> |

| Project phase | Personal Data | Purpose | Lawfulness of processing | Data Retention | Recipients |
|---|---|--------------------------------|--|-------------------------------------|--|
| Studies and surveys related to composting promoted by LIPOR | <ul style="list-style-type: none"> • Identification data: Name • Contact details: e-mail, telephone | Continuous process improvement | Art. 6(1)(b) GDPR - Contract (Regulation - Home and community composting) Art. 6(1)(f) GDPR - Legitimate interest of joint controllers (continuous improvement cycle) | Until the study/survey is finalised | Universities; Service provider responsible for customer satisfaction survey. |

4. HOW CAN YOU EXERCISE YOUR RIGHTS?

For the exercise of your rights to Information (Art. 13 and 14 GDPR), Right of Access (Art. 15 GDPR), Right to Rectification (Art. 16 GDPR), Right to Erasure (Art. 17 GDPR), Right to Restriction of Processing (Art. 18 GDPR), Right to Portability (Art. 20 GDPR); Right to Object (Art. 21 GDPR) and Right not to be subject to Automated Individual Decisions (Art. 22 GDPR), Right to withdraw consent at any time without compromising the lawfulness of the processing carried out on the basis of the consent previously given, in particular with regard to images already used; Right to have a response from the controller within the legal deadlines, you should send an email to:

- LIPOR via the e-mail address protecaodados@lipor.pt
- Municipality of Gondomar by e-mail to rgpd@cm-gondomar.pt
- Municipality of Póvoa de Varzim by sending an e-mail to dpo@cm-pvarzim.pt
- Municipality of Valongo by sending an e-mail to dpo@cm-valongo.pt
- Municipality of Matosinhos by sending an e-mail to rgpd@cm-matosinhos.pt
- Municipality of Vila do Conde, by sending an e-mail to dpo@cm-viladoconde.pt
- Empresa Municipal de Ambiente do Porto E.M., S.A., by e-mail to dpo.portoambiente@portoambiente.pt.
- Municipality of Espinho by sending an e-mail to rgpd@cm-espinho.pt
- Municipality of Maia and Maiambiente, EM, by sending an e-mail to geral@cmmaia.pt.

If you withdraw your consent, you will strictly cease to receive communications from LIPOR and the associated Municipalities for the intended purposes (sending informative messages, institutional communications, newsletters, publicising events and training), and this does not apply to communications sent within the scope of the provision of the service.

This Information on the Processing of Personal Data may be revised and updated at any time, and you will always be guaranteed the appropriate information.