



The **Regional Secretariat for the Environment and Climate Action (SRAAC)**, with headquarters in Avenida Antero de Quental n.º 9C, 3.º Piso, 9500-160 Ponta Delgada, legal entity number 600 087 018 is, under the terms of the organic law of the Government of the Azores, the department responsible for: Prevention, mitigation and adaptation to climate change effects; Sustainable development; Land use and spatial planning; Cartography and geographical information; Protection and management of water resources; Planning, management, conservation and protection of the natural and landscape heritage; Protection and enhancement of biodiversity; Waste prevention and management; Environmental inspection. Under this responsibility and our commitment to transparency and protection of your personal data, and according to subparagraph e) of number 1, article 6 of the General Data Protection Regulation, we elaborated the present "Terms and Privacy Policy", whose recipients are all citizens, natural or legal entities, owners or their legal representatives. Contact the Data Protection Officer (email: rgpd.sraac@azores.gov.pt, phone number: 296 206 700) if you have any additional questions regarding the use of your personal data.

WHAT TYPES OF PERSONAL DATA DO WE PROCESS, AND WHAT IS THE PURPOSE OF PROCESSING THEM?

For the purposes of this Privacy Policy, SRAAC only processes information that you have provided to us, intending to provide you with a service of excellence in the processing of your information. We do so because it is in our interest to provide you with the information you request in the terms and with the quality to which we are committed. Should we ever need any additional personal data for this or any other purposes, we will always communicate this to you, requesting your consent where applicable and again providing you with all the information necessary for you to understand the reason for and conditions of the processing.

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We will retain your personal data permanently from the moment you give it to us or until you ask us to change it.

WHAT ARE YOUR RIGHTS AS A PERSONAL DATA SUBJECT?

Every citizen, as a data holder, has the following rights concerning the processing of his/her personal data:

1. **Right of access:** whenever you request, you may obtain confirmation about your personal data processed by SRAAC.
2. **Right to rectification:** whenever you consider that your personal data are incomplete or inaccurate, you may request to have them corrected or completed.
3. **Right to restriction of processing:** you may request the limitation of the processing of your personal data in the following cases: (i) if you contest the accuracy of your personal data for a period that allows SRAAC to verify its accuracy; (ii) if you consider the processing illegal; (iii) if you consider that SRAAC no longer needs your personal data for processing purposes; or (iv) if you have objected to the processing.
4. **Right to portability:** you may request SRAAC to deliver, in a structured, commonly used machine-readable format, the personal data provided by you. You also have the right to request SRAAC to transmit such data to another Entity responsible for the processing, provided that this is technically possible.
5. **Right to lodge complaints with the supervisory authority:** if you wish to complain about matters relating to the processing of your personal data, you may do so with the National Commission for Data Protection, the competent supervisory authority in Portugal. For more information, please go to <https://www.cnpd.pt>.

WHAT MEASURES HAVE BEEN ADOPTED BY SRAAC TO ENSURE THE SECURITY OF YOUR PERSONAL DATA?

SRAAC is committed to ensuring the protection of the security of the personal data provided, having approved and implemented strict rules in this regard. Compliance with these rules is an obligation of all those who legally access them. Considering the concern and commitment that SRAAC shows in the personal data protection, several technical and organisational security measures have been adopted to protect personal data provided against disclosure, loss, misuse, alteration, unauthorised processing or access, as well as any other form of unlawful processing. Additionally, third parties who process personal data in the name of and on behalf of SRAAC, in the course of providing services, are obliged to implement adequate technical and security measures that comply with the requirements of the legislation in force and ensure the protection of the rights of the data holder, at all times.

IN WHAT CIRCUMSTANCES DO WE COMMUNICATE YOUR PERSONAL DATA?

To manage information and our relationship with you, we may communicate your personal data to third parties. However, we commit to not providing your contact details to third parties without legitimate interest or your prior consent.