

## PRIVACY POLICY

Expo Astória, Hotéis S.A. (hereinafter referred to as Expo Astória), based in Rua Braamcamp, nº10, 1250-050 LISBOA, registered at Commercial Registry Office competent under the collective person identification number 513 198 733, would like to give you some important information regarding the use of your personal data, before completing your check-in and provide your consent.

### 1. For what use Expo Astória your personal data?

Your personal data listed below will be managed, under the service contract for accommodation that you celebrate with Expo Astória, with the following purposes:

- 1.1. For reservations management: identification data and customer contact (name, title, email address, cell phone/phone number); billing data (credit cards); booking details (check-in and check-out date, number of nights, number of rooms, number of adults and children per room, room type, price per night, the total amount, notes and special requests).
- 1.2. When you fill the forms provided on our website, your personal information (name, email, phone number) is collected by Expo Astória to be managed in order to answer your questions and requests with the accurate information.

### 2. Who is responsible for the use of your personal data?

Expo Astória is the responsible for the use, storage and process of your personal data and is fully committed to protect it by implementing and maintaining technical and organizational control measures that are appropriate to ensure a level of security in line with risks such as: accidental or illegal destruction; loss; alteration or unauthorized disclosure; Expo Astória will destroy personal data as soon as it no longer needed for contract purposes or according to legal policy.

### 3. Who will have access to your personal data?

Your personal data will be exclusively accessed by the companies/persons which collaboration is mandatory for Expo Astória to provide our services to you, for example our software business provider. Foreigners citizens data will be shared with SEF (Borders and Foreigners Official Services), meeting the legal and mandatory procedure.

Your personal data can be shared with third parties, such as suppliers, event organizers and external consultants, such as lawyers and book keepers.

### 4. Feedback/Complaint/Contact

In case you have any questions or want to make a suggestion or complaint about this Privacy Policy and your private data management, as well as get any information about the personal data that is managed by Expo Astória, including data changes or corrections, you can use the following contacts:

Hotel Expo Astória

Email: [comunicacao@expoastoria.pt](mailto:comunicacao@expoastoria.pt)

Address: Rua Braamcamp, Nº10, 1250-050 Lisboa, Portugal

Expo Astória will reply to you as soon as possible.

## **5. For how long will Expo Astoria keep your personal data?**

Your personal data will be kept as long as is needed to offer our services and products properly and according to legal obligations that Expo Astória must meet.

Data may also be kept until the invoice is paid, legally claimed or for periods legally defined for investigation purposes and criminal lawsuits.

## **6. Do you know your rights as the holder of your personal data?**

As the holder of your personal data you'll be able at any moment: to access to it, to correct it, to request its elimination, to limit its management and transmission for another entity, to object to the data management by sending an email to [comunicacao@expoastoria.pt](mailto:comunicacao@expoastoria.pt) or a letter to Rua Braamcamp, nº 10, 1250-050 Lisboa, Portugal. In case you intend, you may present a complaint to Comissão Nacional de Proteção de Dados (CNPd), address: Av. D. Carlos I, Nº 134 – 1º, 1200-651 LISBOA.

## **7. How Expo Astória protect your personal data?**

Expo Astoria guarantee to the personal data holder that appropriate technical and organizational measures are adopted to ensure the security of the personal data management and the information protection, as well as entities subcontracted by the Expo Astoria to provide the services properly.

## **8. Video Surveillance**

Expo Astória has installed a video surveillance system with image recording, for people and goods protection purposes as legitimate interest of safety inside the Hotel. Expo Astória is responsible for the data management that will be exclusively used and shared in the terms of the penal procedural law. The video data will be stored for 30 days and you can ask to access your personal images as long as other customer's images is deleted or not visible. Expo Astória may, at any time, limit or disconnect the video surveillance system, in situations such as maintenance, mishaps or energy cuts. You can, at any time, present a complaint to CNPD.

## **9. Websites**

Expo Astória websites may have third parties links over which it has no control. Expo Astória is not responsible nor for the privacy policy or content of those websites. Expo Astória recommend its customers to read those websites privacy policy when visited.

## **10. Privacy Policy Changes**

This Privacy Policy document can be changed in the future. In that case, the new version will be posted and dated in our Website. It is possible that when changes are made to this document, Expo Astória asks again consent for some kind of management data.

This privacy policy was updated the **August 01<sup>st</sup> 2018**.