

PROTECTION POLICY
General Data Protection Regulation

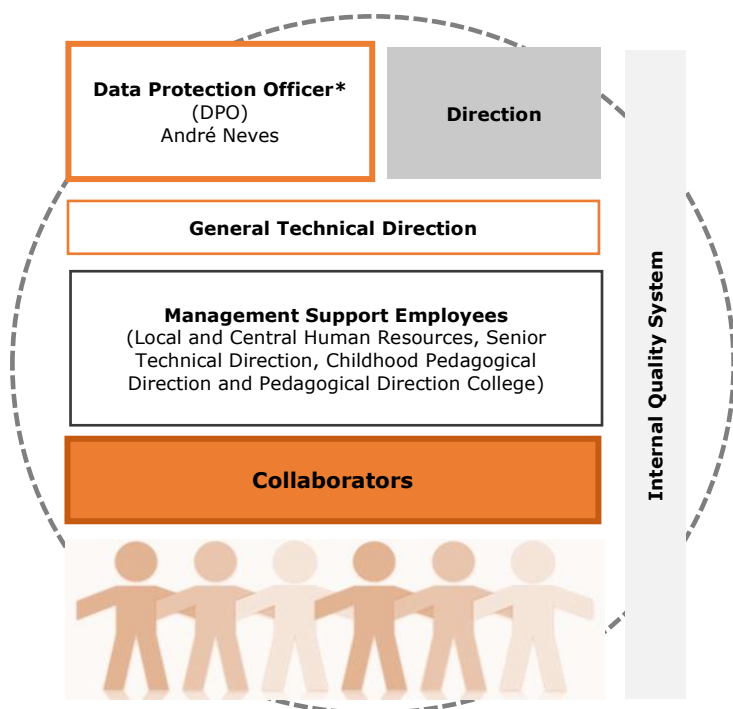


At CASTIIS/Colégio Santa Eulália we value and attach the utmost importance to the trust you place in us, ensuring that your personal data is secure and processed in complete privacy.

The processing of your personal data allows, among other purposes, the development, information and commercialization of our services in a direct, clear and transparent manner. Privacy, confidentiality and transparency are three key elements in the relationship of trust we establish with our Clients/Users.

This Protection Policy establishes how CASTIIS/Colégio Santa Eulália uses the personal data of its customers/users and their potential customers/users..

Protection Policy | Organizational Structure | CASTIIS/COLÉGIO SANTA EULÁLIA



Contacts for questions or clarifications on Data Protection

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National Data Protection Commission – NDPC

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Means of Collection How do we collect your data?	Forms, paper or digital
Purpose/Foundation For what purpose/basis do we collect your data and with whom can we share it?	Indicated in the contractual relationship document (Contract)
Data Security How do we store your data and what guarantees its protection?	Data recorded on paper - stored in their own spaces, with limited access to data collection officers Digital data - sensitive information is stored on the server, protected by an appropriate security system; use of complex passwords, changed periodically; access control to the information folders. - Companies providing support in this area comply with the CASTIIS data protection regulation.
Método e Tempo de Arquivo Como e quanto tempo guardamos os seus dados?	See document 'Método e Tempo do Arquivo' (Doc: RGPD_ARQ) available at the registry office.
Direitos Quais os seus direitos de proteção de dados?	See document 'RGPD – Boas Práticas' (Doc: RGPD_BP) available at the registry office.

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Type of Information

What kind of information is collected?

	Type of Information Collected						
	Administrative	Financial	Pedagogical	Individual Processes	Clinic and/or Health	Food and/or Nutrition	Service-related *
Resposta							
Kindergarten	x	x	x	x	x	x	
Colégio Santa Eulália	x	x	x	x	x	x	
Senior	x	x		x	x	x	
Community Center	x	x		x	x	x	
Foster Care	x		x	x	x	x	
Support services							
Internal Quality System			x				x
Nutrition/Food						x	
Human Resources	x			x	x	x	x
General Technical Direction	x	x	x	x	x	x	x
Direction/Management	x	x					x

* for example, satisfaction assessment, complaints/suggestions

Access to Information

Which departments/professionals have access to the information collected?

Type of information	Departamento/Funções com acesso
Accounting and financial	Financial Dept., GTD, Direction
Regarding employees	HR Dept. (HR central e HR local), GTD and Direction Financial Dept., where the information relates to remuneration/salaries
Administrative	Administrative Dept., GTD, Direction, local HR
Client Kindergarten/College	Pedagogical - teachers, kindergarten teachers, extracurricular activities teachers, Psychologists, local HRs, PD, GTD Health Condition - Teachers, Kindergarten Teachers, Teachers of extracurricular activities. The Educational Action Helpers have access to general information about the condition, provided by the Childhood Educator.
Cliente Senior	Clinical information - clinical team and technical team. The Direct Action Helpers have access to the general information of the user's clinical condition, provided by the Technical Team. Individual Processes - technical team
Food and Nutrition	HR, F&N, nutricionist, Teachers, Kindergarten Teachers, Educational Helper(s), Direct Action Helpers, Senior Technical Team, CAT Technical Team
Foster Care Client (CAT)	Clinical information - clinical team and technical team. The educational team has access to the individual care plan. Individual Processes - technical team
Beneficiaries of the Community Centre (CC)	Individual Process - technical team (Social Workers, Psychologists, Family Helper) Individual psychological follow-up process - Psychologists
Customer information return treatment	Quality Department, DTG, Direction

GTD – General Technical Direction | PD- Pedagogical Direction | HR – Human Resources | F&N- Food and Nutrition

Approved (Chairman of the Board): _____ / _____ / _____

Process GESTÃO
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