



Cookies Policy

1- What are Cookies?

Cookies are small files that websites out on your computer to store info about your preferences. Cookies can improve your browsing experience by allowing sites to remember your preferences or letting you avoid signing in each time you visit certain sites. However, some cookies may put your privacy at risk by tracking sites that you visit.

2- For what are cookies use in this website?

The main goal of our cookies is to improve your browsing experience. For example, cookies allow us to remember your preferences (language, country, etc.) during browsing and in future visits. Cookie data also allow us to improve the website, through estimates about numbers and usage patterns, adaptation of the website to users, the amount of researches, among others.

3- Who uses the information stored by cookies?

The data stored by cookies on our website is used exclusively by us, exception made to the ones from Google Analytics that are used and managed both by Google and by us, for statistics' ends.

4- The use of cookies can be blocked?

Yes, you can block cookies. Please note, however, that if you delete cookies or refuse to accept them, you might not be able to use all of the features in our website, you may not be able to store your preferences, and some of our services might not be display properly.

If you prefer to limit, block or delete cookies from this website, you can do it by changing settings in your navigator.

5- What cookies do our website uses and for what purposes?

Cookies used by our website are the following:

- **PHPSESSID** (this cookie is essential and allows our site to respond to any action it takes, such as filling an inquiry form. Our website does not work correctly if this cookie is not used)
- **xms_user** (this cookie is used by back office users);
- **__utma, __utmb, __utmc, __utmz Cookies starting by "__utm"** (this cookie enables analysis software function (analytics). This software helps analysing our website visitors and to provide anonymous informations, such as used browsers, returned visitors and answers to marketing activities. This information allow us to improve the website and your online experience.

6- Google Analytics navigator opt-out:

To provide website visitors the ability to choose how their data will be used by Google Analytics, Google developed the Google Analytics Opt-out Add-on browser. The add-on communicates with Google Analytics JavaScript (ga.js) to indicate the information about the website visit that should not be sent to Google Analytics. The Google Analytics browser www.pintobasto.com 2/2 Opt-out extra does not prevent the information to be sent to the website itself or to other web analytics services. Learn more about Google Analytics Brower Opt-out extra in <https://tools.google.com/dlpage/gaoptout?hl=None>

7- How to control Cookies

Browsers allow you some control of cookies through their settings. Most of them allows you to block cookies or block cookies from specific websites. Browsers can also help you delete cookies when you close your browser. If you do this, however, all opt-outs or preferences establish in the website will be lost. To learn more about cookies, including the way they were created and how to manage and blocked them, visit www.allaboutcookies.org.

8- How to configure my browser to enable or disable Cookies?

Google Chrome

<https://support.google.com/accounts/answer/61416?hl=en>

1. Open "Chrome";
2. At the top right click "Settings"
3. At the bottom, click "Advanced";
4. Under "Privacy and security", click "Content settings";
5. Click "Cookies":
 1. To enable, select "Allow sites to save and ready cookie data (recomended)";
 2. To disable, click "Blocked" next to "Allow sites to save and ready cookie data"

Internet Explorer

<https://support.microsoft.com/pt-pt/help/17442/windows-internet-explorer-delete-manage-cookies>

1. Open Internet Explorer clicking in “Start” button and, after, click in Internet Explorer;
2. Click in “Tools” and, then select “Internet Options”;
3. Select “Privacy” tab and, under “Settings”, move the slider to the top to block all cookies or to the bottom to all cookies, and then select “Ok”.

Firefox

<https://support.mozilla.org/en-US/kb/disable-third-party-cookies>

1. Select “Tools > Options” and go to “Privacy & Security” panel;
2. In menu “Save”, select the option “Close Firefox”

If you wish to allow the websites you trust the possibility to store cookies permanently (for example, to allow automatic login in a specific website) press “Exceptions”, write the address of the website and press “Allow”.

Safari

https://support.apple.com/kb/ph5042?locale=pt_PT

1. Click in "Edit";
2. Select "Preferences"
3. In the superior panel, select "Security";
4. "Accept Cookies" section, select "Never"

Opera

<http://www.opera.com/help/tutorials/security/privacy/>

1. Click in “Settings”;
2. Select “Preferences > Advanced > Cookies > Enable or disable cookies”.

9- What happens if you disable cookies in your browser?

Most recent browsers give the option to accept or decline cookies. This is a global configuration applied to all websites you visit.

If you disable cookies in your browser, you will no longer accept cookies from the websites you visit.

10- Consent

When visiting our website, the user accepts the installation and use of cookies. The user can withdraw his previous consent at any time, by erasing cookies installed in his device, using the settings menu in his browser. However, such removal can have a negative impact on the website's functions and features, making your user experience less satisfactory.



Privacy Policy

The use of this website is subject to the present Privacy Policy, and the user should read its terms and review it in each visit, to verify his consent.

The personal information supplied by the user will be kept in a database by Pinto Basto, with the following purposes:

- i. To Provide the user with information about Pinto Basto services, as regards the sending of commercial messages by electronic mail or any other equivalent automatic electronic means, as well as by telephone or face-to-face contact;
- ii. In case you provide us with personal data of third parties, the user will be responsible for informing them and for obtaining their consent for the mentioned objectives;

The user guarantees that the personal data provided is true and accurate, and undertakes to notify any changes thereto. Any loss or damage caused to this website, to the person responsible for the website or to third parties, resulting from incorrect, inaccurate or incomplete information provided, will be the sole responsibility of the user.

By accepting this Privacy Policy, the user is informed and gives his informed consent, expressed, free and unequivocal, to any and all personal data provided through the website located at the URL www.pintobasto.com.

Pinto Basto guarantees the safeguarding of the right to the protection of all personal data, under the terms of the Law of Protection of Personal Data and other applicable legislation, that are voluntarily provided by its owner, user of this website, and whose treatment is unequivocally authorized by him, which shall be treated confidentially, in accordance with applicable national and communitarian law, by officials or representatives duly authorized for that purpose.

Whoever uses this website is doing so at its own risk. Pinto Basto shall not be liable for errors or omissions in which it may suffer the content of the same or of others to which it may be

accessed from these. Pinto Basto cannot be held liable for any damages arising from the use of the website, nor for any action taken on the basis of the information present on it.

Pinto Basto does not guarantee the absence of viruses or other harmful elements that may cause damage or changes to the computer system, electronic documents or to the website user files. Therefore, Pinto Basto will not be liable for damages and losses that such elements may cause to the user or third parties.

Accessing this website implies that you have read and accepted, without any reservation, these conditions.

Pinto Basto reserves the right to change this Privacy Policy at any time and those changes will be published here.

FREQUENTLY ASKED QUESTIONS:

1- What is personal data?

When we refer to personal data we refer to any information of any nature and regardless of its support, including sound and image, related to an identified or identifiable natural person.

Any person who can be identified directly or indirectly, namely by reference to an identification number or one or more specific elements of his/her physical, physiological, psychic, economic, cultural or social identity, shall be considered identifiable.

2- Who is responsible of the data treatment?

The entity responsible for the collection and processing of personal data is the Pinto Basto' company which provides the service and in the context decides what data should be collected, the means of processing the data and for what purposes are used.

3- What personal data we gather?

In the context of its activity, Pinto Basto collects and processes the personal data necessary for the provision of services, dealing with data such as the name, address, VAT number, telephone number and e-mail address.

4- When and how we collect your personal data?

Pinto Basto collects your information by telephone, in writing or through its website, with your consent. As a rule, personal data is collected when the customer subscribes one of our services.

Some personal data are mandatory and, in case of lack or insufficiency of these data, Pinto Basto cannot provide the service in question and the company will inform the customers of the mandatory nature of the data.

5 - What are the purposes of processing personal data?

In general, the personal data collected is used to manage the contractual relationship, the provision of contracted services, and the adequacy of the services to the needs and interests of the Client, information and marketing actions.

However, personal data may be made available for other purposes, such as sending complaints and suggestions, disseminating institutional information of Pinto Basto Group and/or publicizing advertising and news about Pinto Basto' services.

When we collect the data you will be given more detailed information on how we will use your data.

5- For how long do we keep your personal data?

The length of time during which the data is stored varies according to the purpose for which the information is processed.

Effectively, there are legal requirements that require you to retain the data for a minimum period of time. Thus, and whenever there is no specific legal requirement, the data will be stored and kept only for the minimum period necessary for the purposes that led to their collection or subsequent processing or, for the period of time authorized by the National Data Protection Commission, at the end of which they will be eliminated.

6- How can you access, rectify, delete or oppose the processing of your personal data?

Under the terms of the Personal Data Protection Law, is guaranteed the right to access, update, rectify or delete personal data to the data holder, which may be done through the various contacts that Pinto Basto makes available.