

PRIVACY NOTICE

MC Shared Services, S.A., hereinafter referred to as “MC Shared Services”, an incorporated and operating company under the Laws of Portugal, with registered office at Lugar do Espido, Via Norte, 4470-177 – Maia, registered at the Maia Commercial Registry Office, under the number 509 211 690, acts as the data Controller for the below processing activities.

In strict compliance with the legal obligations arising from **Law No. 93/2021 of 10 December (General Protection of Whistleblowers)** and **Decree-Law No. 109-E/2021 of 9 December (General Prevention of Corruption)**, we will process some of your personal data, including your identification and contact details, as well as any other information you consider relevant to provide us, for the purpose of receiving and following up the complaint/s that you submit. We will only keep your personal data for the **legal period** of 5 (five) years and, regardless of this period, during the pendency of judicial or administrative proceedings concerning the complaint/s.

Your personal data may be transmitted to other parties (Processors) whose participation is essential to ensure the regular operation of this channel or the proper processing of the complaints submitted. Whenever these parties process your personal data on our behalf, we guarantee the same level of security, confidentiality, and privacy in this processing.

MC Shared Services may need to transmit some of your personal data to the Competent Authorities, by legal and/or judicial imposition.

As a data subject, you can, at any moment, exercise your data protection rights – **right of access, right to rectification, right to erasure, right to restrict processing, right to data portability, and the right to object** – upon request to the following email address: dadospessoais@sonaemc.com

We will carry out a careful analysis of your requests, assessing their legitimacy and relevance, committing ourselves to respond within the legal deadline for that purpose.

If you need to, you can contact our Data Protection Officer (DPO), through the following e-mail address: dpo@sonaemc.com

If you understand that we have not respected your rights, you can lodge a complaint with the Portuguese Supervisory Authority – Comissão Nacional de Proteção de Dados (CNPd):
Address: Av. D. Carlos I, 134 – 1.º, 1200-651 – Lisboa | **Phone:** +351 213 928 400 | **Fax:** +351 213 976 832 | **E-mail:** geral@cnpd.pt