

Privacy and Data Protection Policy

The Center for Neuroscience and Cell Biology (CNC) promotes fundamental and applied scientific research and experimental development on the various aspects of neuroscience and cell biology and related fields; provides specialized services and promotes the training and updating of scientific staff, collaborators and technicians.

In the exercise of its activity, the CNC values the protection and confidentiality of personal data collected and processed by it.

This Policy represents the leadership commitment of the Center for Neuroscience and Cell Biology (CNC) to comply with the principles of treatment and rights of data subjects in accordance with the Regulation (EU) 2016/679, General Data Protection Regulation (GDPR).

General Principles for Processing Personal Data

Under Article 5 of the GDPR the CNC undertakes to ensure that personal data are:

- processed lawfully, fairly and in a transparent manner in relation to the data subject;
- collected for specified, explicit and legitimate purposes and not further processed in a way incompatible with those purposes;
- adequate, relevant and limited to what is required for the purposes for which they are processed;
- accurate and updated when necessary, taking all appropriate measures to ensure that inaccurate data, considering the purposes for which they are processed, are deleted or rectified without delay;
- retained in a form that allows the identification of the data subject only for the period necessary for the purposes for which the data are processed;
- treated in a manner that ensures their safety, including protection against unauthorized or unlawful treatment and loss, destruction or accidental damage, using appropriate technical or organizational measures.

Data Controller

The Data controller of Personal Data collected and processed is the Center for Neuroscience and Cell Biology, VAT No. 502 510 439, based at the University of Coimbra Rua Larga Faculty of Medicine, Pólo I, 1st floor 3004-504 Coimbra.

Data Protection Officer

The CNC has appointed a Data Protection Officer, responsible for data protection, who can be contacted using the following email address dpo_cnc@cnc.uc.pt.

Lawfulness of processing

Data processing by the CNC is lawful when at least one of the following situations occurs:

- (a) the data subject has given consent to the processing of his personal data for one or more specific purposes;
- (b) processing is necessary for the performance of a contract to which the data subject is a party, or for pre-contractual inquiries at the request of the data subject;
- (c) processing is necessary for the fulfilment of a legal obligation, the defence of vital interests, the public interest and legitimate interests.

The fact that the Data Subject withdraws his consent to a Treatment does not compromise the lawfulness of the Treatment based on the given previous consent.

Retention period of personal data

Data retention period vary according to the purpose for which the information is used. There are, however, legal requirements that require data to be retained for a certain period of time. Thus, and where there is no specific legal requirement, data will be stored and retained only for the minimum period necessary for the purposes for which it was collected or further processed, after which it will be deleted.

Data sharing with third parties

The CNC will only use your personal data for the purpose for which you have given permission.

The CNC will not sell, trade or otherwise assign any personal information collected online or offline. Personal Data collected and processed by the CNC will not be shared with third parties without the consent of the Data Subject, except in cases where such transmission or communication is necessary for the performance of contractual provisions or for the fulfilment of a legal obligation.

Data Transfer Outside the European Union

Personal Data collected and processed by the CNC are not made available to third parties established outside the European Union. If such a transfer occurs in the future, the CNC undertakes to ensure that the transfer complies with the applicable legal provisions, including the determination of the suitability of the country of destination, as regards data protection and the requirements applicable to such transfers.

Technical, Organizational and Security Measures

The CNC is committed to ensure the confidentiality, protection and security of personal data made available to it, by implementing appropriate technical and organizational measures to protect personal data against destruction, loss, alteration, dissemination, unauthorized access or any other form of accidental or unlawful treatment.

To ensure the security of the personal data and maximum confidentiality, the CNC treats the information the data subject has provided in a completely confidential manner, in accordance with its internal security and confidentiality policies and procedures, which are periodically updated as necessary, as well as in accordance with the legally provided terms and conditions.

Depending on the nature, scope, context and purposes of data processing, as well as the risks arising from processing for the rights and freedoms of the data subject, the CNC undertakes to apply, both when defining the means of processing as at the time of processing, the technical and organizational measures necessary and appropriate to data protection and compliance with legal requirements.

In general terms, the CNC has implemented the following measures:

- Mechanisms capable of ensuring the confidentiality, integrity, availability and resilience of treatment systems and services;
- Mechanisms ensuring timely restoration of information systems and access to personal data in the event of a physical or technical incident;
- Sensitization and training of personnel involved in Personal Data Processing operations;
- Regular audits to assess the effectiveness of the technical and organizational measures implemented;
- Pseudonymization and encryption of personal data, where necessary.

Rights of Data Subjects

The CNC, under the terms and conditions of applicable law, guarantees to the data subjects:

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Rua Larga, Faculdade de Medicina,
Pólo I, 1º andar
3004-504 Coimbra, Portugal
T+351 239 820 190
F+351 239 822 776

Pólo III – Pólo das Ciências da Saúde
Universidade de Coimbra
Azinhaga de Santa Comba, Celas,
3004-504 Coimbra, Portugal
T+351 239 480 200

UC – Biotech,
Parque Tecnológico de Cantanhede
Núcleo 04, Lote 8
3060-197 Cantanhede, Portugal
T+351 231 249 170

info@cnc.uc.pt
www.cnc.uc.pt

- Right of Access to Personal Data
- Right to rectify personal data
- Right to Erase Personal Data (“Right to be forgotten”)
- Right to Limitation of Processing of Personal Data
- Right to Portability of Personal Data
- Right of Opposition to Treatment

The Data Subject may exercise the Rights mentioned above, sending the request in writing to

dpo_cnc@cnc.uc.pt.

Personal Data Breach

In the event of a data breach, the CNC shall notify the competent supervisory authority pursuant to Article 55 of the GDPR without undue delay and, whenever possible, within 72 hours of becoming aware of it, unless the data breach is not likely to result in a risk to the rights and freedoms of natural persons. In addition, to the extent that such a breach could entail a high risk to the rights and freedoms of the personal data subject, the CNC undertakes, as required by law, to report, without undue delay, the personal data breach to the data subject concerned.

Applicable law

The Privacy Policy, as well as the collection, processing or transmission of the Personal Data, are ruled by the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 and by the applicable laws and regulations in Portugal.

Any disputes arising out of the validity, interpretation or enforcement of this Privacy Policy, or related with the collection, processing or transmission of the Personal data, shall be submitted exclusively to the jurisdiction of the national court of law.

Changes to Privacy and Data Protection Policy

The CNC reserves the right to revise this Policy at any time. Any revision will be duly disclosed and communicated on the website.

Date of Approval: 10th July 2019