

PRIVACY POLICY

I – General information and Consent

Cycloid – Technology and Consulting (‘Cycloid’) is committed to protecting the privacy of our candidates and users of our website, as part of the recruitment and selection process for a role at Cycloid. We will ensure that the information you submit to us, or which we collect, via our website is only used for the purposes set out in this policy. This Privacy Policy explains how we collect and process your personal data, as a candidate applying for a job opportunity, submitting a self-application and throughout the selection and recruitment process at Cycloid. It describes the types of personal data we collect, the purposes for which we use the data and the ways in which the data is handled. We also aim to satisfy the obligation of transparency under the EU General Data Protection Regulation 2016/679 ("GDPR") and national laws implementing GDPR.

Candidates should carefully read our Privacy Policy and the terms stated in it before applying for a job opportunity at Cycloid and confirm that it is their wish to submit their personal data to be handled accordingly within the selection and recruitment process. When applying, the candidate ensures he’s of the age of consent and that all information submitted is true, accurate and complete. The applicant is liable in case of non-compliance or factual inaccuracy of the information submitted. In case the applicant submits any 3rd party data or information, they are responsible for informing said party of the terms in this Privacy Policy and securing all the necessary authorizations and consent prior to submitting such data to Cycloid.

1. Scope and responsibility for data processing

This Privacy Policy and terms defined in it refer to all personal data submitted by the candidate and collected by Cycloid via its website <https://www.cycloid.pt/> through the “Career” page. Cycloid, incorporated in Portugal with a company registration number

507 062 639, with a 100.000 Euros Share Capital, whose registered office is at Avenida Conde Valbom nº 30 4º, 1050-068 Lisboa is responsible for processing the applicant's personal data.

2. What data do we collect and how we may process personal data

To be able to assess a candidate's application and proceed with the recruitment process we need to process certain information about them. We only ask for information that genuinely helps us to help the candidate, such as their name, contact information, education and employment history. This information is collected by Cycloid via its website <https://www.cycloid.pt/> through the "Career" page with the sole purpose of selection and recruitment of qualified professionals for job opportunities within Cycloid for all geographies where Cycloid may be operating.

Candidates can apply via Cycloid's website, as stated above, available 24 hours/day except in periods of planned maintenance and operation.

Candidates can apply to an advertised job opportunity or make a self-application to Cycloid.

Personal data is stored securely within Cycloid's IT infrastructure, in our Data Centre, protected by physical and digital security measures Cycloid has deemed adequate for the protection of this type of information.

3. Sharing personal information with Third parties

In certain circumstances Cycloid may share the candidate's personal information with other companies headquartered in the European Union, hired by Cycloid, which will process the candidate's data according to the terms and limited to the purposes defined by Cycloid under this Privacy Policy, complying with all legal obligations and rights of individuals in relation to the safeguarding and protection of their personal data.

4. Sharing personal information with Government and Tax Authorities

Data collected for applicants that are successful in the recruitment process for a role in Cycloid will be shared with specific organizations in the final stages of this process.

These organizations are - Segurança Social, Autoridade Tributária e Aduaneira, Fundos de Compensação do Trabalho.

5. How long do we keep personal information

Cycloid will retain information about applicants for a period of up to 12 months from the last date of contact, in case they are not selected within recruitment process. The only exception to the above is where Cycloid is unable to delete information based on legal or compliance reasons.

By using Cycloid's online job application option, sending us their CV or contacting us about jobs via our website, candidates agree to receive communication from us via email regarding their application and occasional emails regarding other jobs we feel may be of interest to you. Candidates can opt out from receiving these email communications at any time by emailing jobs@cycloid.pt.

6. Rights on Personal Information we hold about candidates

The applicant has certain rights in relation to personal information Cycloid holds about him. Details of these rights and how to exercise them are set out below. Cycloid may require evidence of identity before we are able to act on this request.

Right of Access: Candidates have the right at any time to ask Cycloid for a copy of the personal information we hold about them and how we are using it.

Right of Correction or Completion: If personal information Cycloid holds about an applicant is not accurate, out of date or incomplete, they have a right to have the data rectified, updated or completed.

Right to withdraw consent: If the applicant has given Cycloid consent to use their personal data, they have the right to withdraw that consent. If we receive a request to withdraw consent, we will stop processing their data. The withdraw of consent does not

impact usage of personal information or data processing before such request has been received, nor does it limit future data processing required for legal or regulatory obligations Cycloid may be subject to.

Right to Object: The applicant has the right to object to their data being processed. If they wish to object to their data being processed Cycloid will respond accordingly.

Right of Data Portability: Candidates can ask Cycloid to transmit personal information we hold about them to them or directly to a third-party organisation.

To exercise the above-mentioned rights, or clarify any questions on how their personal data is processed, candidates can contact Cycloid via the following channels:

Post: Cycloid – Technology and Consulting, Lda., Avenida Conde Valbom nº 30, 4º 1050-068 Lisboa

Email: jobs@cycloid.pt

Candidates can at any moment in time delete their profile. To action this request, they just need to send an email detailing this instruction to jobs@cycloid.pt.

II – Cookies Policy

Cookies are small, simple text files that are sent to your browser when you visit a website or application and are then stored on the hard disk or in the memory of your computer or mobile device. The web browser (such as Google Chrome, Internet Explorer or Mozilla Firefox) then sends these cookies back to the website on each subsequent visit so that they can remember things like preferences.

Cookies are very useful and have different purposes. They generally improve the user experience when browsing a website, for example, they enable users to move between web pages efficiently or remember users preferences when they visit a website again.

Cookies last for different lengths of time depending on the job they do. There are session cookies and persistent cookies:

Session cookies only last for your online session and disappear from your device when you close your browser.

Persistent cookies stay on your device after the browser has been closed and last for the period of time specified in the cookie.

Most web browsers will accept cookies automatically. For detailed information on cookies and how to manage them in different browsers and devices please check: www.allaboutcookies.org.

Most browsers will allow you to choose the level of privacy settings you want. You can block all cookies or accept all cookies or pick a setting somewhere in between. To delete all or specific cookies/cookie categories when browsing, follow the instructions provided by the browser provider.

By blocking or clearing the cookies used by Cycloid we may be unable to provide you with the best user experience when browsing our website or you won't always be able to use all the features available.

<i>COOKIES</i>		
Name	Purpose	Length of time
__utma Cookie	It tracks visitors. Metrics associated with the Google __utma cookie include: first visit (unique visit), last visit (returning visit).	A persistent cookie - remains on a computer, unless it expires or the cookie cache is cleared
__utmb Cookie & __utmc Cookie	These cookies work in tandem to calculate visit length	Because __utmb counts entrance visits, it is a session cookie, and expires at the end of the session, e.g. when the user leaves the page. A timestamp of 30 minutes

<i>COOKIES</i>		
Name	Purpose	Length of time
		must pass before Google cookie __utmc expires
__utmz Cookie	Tracks the website from where the visitor arrived from. Also registers, what keyword generated the visit plus geolocation data.	This cookie lasts 6 months
__utmv Cookie	It is used for segmentation and to improve cookie targeting capabilities.	It is used for segmentation, data experimentation and the __utmv works hand in hand with the __utmz cookie to improve cookie targeting capabilities.

You acknowledge that you have read and agree to the terms and conditions in this policy, concerning the processing and handling of personal data and authorize Cycloid to collect and process your personal data within its stated scope and purpose.