

1. WHAT WE NEED

Our Personal Data Protection Policy governs the use and storage of your data. You can see our Personal Data Protection Policy at <https://marinaos.com/wp-content/uploads/2019/10/privacy-policy.pdf>

World of Os. Unipessoal LDA is a Controller of the personal data you as user provide us. We collect the following types of personal data from you:

- User email
- User name
- User photo
- Social profile links
- User location
- User language
- User bio
- Copies of personal documents

2. WHY WE NEED IT AND LAWFULNESS OF PROCESSING

We need your personal data in order to provide you with the following services:

- Strategy Development
- Usability Concept Development
- Research
- Procurement
- Public bidding
- Project management
- Strategic curation
- Developing art and design solutions
- Marketing and Branding Communications
- Sales
- Interior design
- Creative direction
- Editorial content
- Social media management

We carry out data processing activities when you gave consent to the processing of your personal data for one or more specific purposes or where the data processing is necessary:

- for the performance of a contract with you or in order to take steps at your request prior to entering into a contract with you;
- for compliance with a legal obligation to which World of Os. Unipessoal LDA is subject;
- in order to protect your vital interests or the vital interests of another natural person;
- for the purposes of the legitimate interests pursued by World of Os. Unipessoal LDA (described above) or by a third party, except where such interests are overridden by your interests or fundamental rights and freedoms which require protection of personal data. Some of our legitimate interests are

3. WHAT WE DO WITH IT

Your personal data is processed in Lisbon, Rua do Ferragial 3/ RC, 1200-182 Lisbon, located in Portugal. Hosting and storage of your data takes place in Google which is located in Germany.

No third-party providers have access to your data, unless specifically required by law.

4. HOW LONG WE KEEP IT

Under Portuguese law, we are required to keep your documents for 6 years according to the Data Retention Policy. After this period, your personal data will be irreversibly destroyed. Any personal data held by us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information. Please see [Data Retention Policy](#) for more information on our personal data retention schedule.

5. WHAT ARE YOUR RIGHTS?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted. In addition, you have the right to request the restriction of processing, the right to object to processing, the right to data portability, as well as the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. Please contact us through <https://marinaos.com/contact>.

In the event that you wish to complain about how we have handled your personal data, please contact Person who is responsible for data protection at info@marinaos.com or in writing at Rua do Ferragial 3/ RC, 1200-182 Lisbon, Portugal. Our Director will then look into your complaint and work with you to resolve the matter.

If you still feel that your personal data has not been handled appropriately according to the law, you can contact Portuguese Data Protection Authority (CNPD – Comissão Nacional de Protecção de Dados) and file a complaint with them.