

## PRIVACY STATEMENT

Welcome to the website of **Dotted & Crossed, Lda**, a private limited company incorporated under Portuguese law, registered at the Lisbon Commercial Registry under no. 514 700 262.

### Registered office

Rua da Dubadoura 7 – 2 Esq.  
8150-127 São Brás de Alportel  
Portugal



### Controller

Dotted & Crossed, Lda  
**Data protection officer (DPO)**  
Deborah do Carmo

This privacy statement explains how we handle your personal data sent through our website [www.dottedandcrossed.eu](http://www.dottedandcrossed.eu).

We respect the privacy of visitors to our website.

Our website has a contact form so you can request more information from us. We collect the data you provide through this contact form to respond to your queries.

We collect and process personal data through our website in accordance with the General Data Protection Regulation (GDPR). For a full explanation of your rights, see <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32016R0679>.

If you have questions that are not answered below, contact our DPO at [lawyer-linguist@sapo.pt](mailto:lawyer-linguist@sapo.pt).



### What data do you collect?

Dotted & Crossed always collects this data through the contact form:

- Your first name and surname
- Your email address

If you chose to provide additional information in the contact form, or later by email, Dotted & Crossed can also collect data such as:

- The name of your organisation or company
- Your phone number
- Your address
- Your VAT number
- Your registration number
- Your bank account number



## Why do you collect my data?

We use personal data collected through our website only for the purposes for which it has been provided.

If you use our contact form, we'll use the data you provide to respond to your queries and stay in touch with you. If we work together, we'll use your data to perform our services and invoice you for them.



## Will you share any of my data with third parties?

Dotted & Crossed will not sell your personal data to third parties. We also will not provide your personal data to third parties unless we are obliged to do so by law or under a court order.

We may share your data with our service providers, such as our accountant. Service providers sign a processing agreement with us to ensure the same level of security and confidentiality of your data.



## How long will you retain my data?

Dotted & Crossed will retain your data for as long as needed to achieve the purposes for which it has been provided and as prescribed by law.

We may also retain your data for marketing purposes unless you object to receiving direct marketing from us.



## Will my personal data be secure?

Because we value your privacy and take information security seriously, Dotted & Crossed has adopted organisational and technical measures to protect your data from theft, loss, or any kind of unauthorised use, disclosure, or alteration.

We work with secured networks and, where necessary, encryption.



**Where** can I send a request to access, rectify or remove my data?

If you wish to access your data that has been processed through our website, email our DPO at [lawyer-linguist@sapo.pt](mailto:lawyer-linguist@sapo.pt)

For us to be sure you are who you say you are, attach a photocopy of your ID to your request. Blacken out your photograph and any numbers.

Following your request for access, you can request rectification or removal of your data.



**When** can I send a request to rectify or remove my data?

You can request rectification or removal if:

- Your personal data is incorrect
- Your personal data is incomplete or not relevant to the specific purpose for which it has been collected
- Your personal data is being used in violation of the law.

We will answer your request as quickly as possible, but always within four weeks.



**Where** can I lodge a complaint?

We're your first port of call for complaints about the processing of your personal data. Email our DPO at [lawyer-linguist@sapo.pt](mailto:lawyer-linguist@sapo.pt), and we'll try our best to resolve your complaint quickly and to your satisfaction.

If you're still dissatisfied, you can lodge a complaint with your national Data Protection Authority, take legal action, or do both.



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You'll be asked to consent to these cookies when you first access our website. But you can also change your device's cookie settings.