



PROCEDURE

GENERAL DATA PROTECTION REGULATION

OBJECTIVES:

The GDPR aims to remove the existing asymmetry in the different regimes for data protection;
Assure that the access to data is limited and that it is only used or consulted for specific purposes;
Ensure confidentiality, integrity, availability and safety of all personal data.

SCOPE:

Strategic and Operational Planning / Communication and Image Services/ Informatics and Communications Services

PROCEDURE:

Data Consent

The purpose of the data usage must be clearly defined. This has to be free, specific, informed and explicit;

Data can be revoked at any time.

Rights of the data subject

Right to erasure ('right to be forgotten') [the data subject shall have the right to request the deletion of his or her personal information];

Right to data portability (the data subject shall have the right to have the personal data transmitted directly from one controller to another);

Right of access by the data subject (the data subject shall have the right to access and dictate his or her data).

Data protection Controller

AEVA has defined that the data controller is represented by 4 collaborators:

Jorge Castro – Top Management;

Sónia Ferreira – Integrated Management System of Quality Coordinator;

Maria João Tavares – Communication and Image Services Coordinator;

Fernando Silva – Informatics and Communications Services Coordinator;



Cofinanciado por:





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Personal data breach

In the case of a personal data breach, the controller shall without undue delay and, where feasible, not later than 72 hours after having become aware of it notify the personal data breach to the supervisory authority competent (NDPC).

Access to data

AEVA has defined that, in what access to data is concerned, this can be provided according to the functions each team member plays in the institution.

Data storage

The deadline for data storage may vary according to its purpose and in accordance with applicable legal obligations

Procedure Approved

AEVA, Aveiro, 22th May 2018

AEVA Management,

Jorge Manuel de Almeida Castro

Cláudia Margarida Natal Garcia de Matos