

# Privacy Policy Page

Thank you for visiting www.expatcentreportugal. You have arrived at our Privacy Policy page.

This Privacy Policy has been created in order to disclose our information gathering and dissemination practices. We understand the importance that our vistors place on privacy and have designed our service with this in mind.

You agree to this Privacy Policy, in its entirety, when you:

- 1) Access or use this website;
- 2) Select and register for an event on this website by clicking the event presented; and/or
- 3) Give your express consent to the terms of this Privacy Policy. If you do not agree with the terms and conditions of our Privacy Policy, please do not use or access this website.

Please read this Privacy Policy before using this site or submitting any personal information.

#### 1. Information We Collect

# A. Personally Identifiable Information

Voluntary submissions of personally identifiable information can occur for various reasons, such as if you request to receive information about our services or events, or if you subscribe to our mailing list. If you subscribe to our mailing list, we generally collect your name, email address, and optionally your telephone number or other information if you provide it to us, so we can customize your experience and better serve your needs.

In order to serve our customers, we collect personally identifiable information, like names, addresses, phone numbers, email addresses, and sometimes people's hobby's and interests, when such information is voluntarily submitted by our visitors. Most of your customer information is stored in a third-party Customer Relationship Manager (CRM) system, and not directly on our servers. For more information about our third-party vendors, please submit your request to Ria@riavandoorn.com.

We will only use your personal information for the following purposes: (1) to deliver the services and/or products to you that you have requested; (2) to validate your compliance with the terms and conditions; (3) for content improvement and feedback purposes; (4) to reach you, when necessary, regarding your use of our website or for any of the events you have registered for and (5) for the few situations described below to better serve you.

We will NEVER share your personally identifiable information with third parties unless you have given us explicit permission to do so, such as in order to be contacted by a third party that you have specifically asked for. By permitting us to collect this information, you will be able to receive information on other services that may be of interest to you, including related third party offers that we may send to you. You also enable us to personalize your experience with us, so that we can provide you with the highest quality of service. We may also use this information to contact you about joint venture opportunities if it appears that you would be a suitable joint venture partner.

By submitting your email address on this web site, you agree to receive email from us. You can cancel your participation at any time, by clicking the opt-out link or other unsubscribe option that is included in the respective email. You can customize your email and other preferences (such as the lists you are subscribed to) by following the instructions at the bottom of the email. We only send emails to people who have authorized us to contact them. We do not send unsolicited commercial emails, because we hate spam as much as you do.

#### B. Non-Personally Identifiable Information

We also may collect various types of non-personally identifiable information to help us make your experience more enjoyable, measure site activity to identify future improvements that should be made, and compile aggregate data to help serve site visitors better. For example, we may use such data to develop proper survey questions, improve our business or tailor our advertisements, etc.

As another example, we may use session and persistent "cookies," session logs, web beacons, GIF/pixel tags, banner ads, third-party click tracking analytics tools (such as Google Analytics), third party retargeting networks that may display our advertisements to you on other sites that you visit to remind you about us, and third party networks that serve user-requested emails (e.g., for a refer-a-friend email) to collect non-personally identifiable or other aggregated information about site visitors.

Cookies are text files that are used by your computer's web browser to store your preferences and enable us to enhance your user experience with our web site. Third party retargeting networks may also use cookies to display our advertisements to you on other sites. You can learn more about opting-out of a third-party vendor's use of cookies by visiting the Network Advertising Initiative opt-out page.

Please note that you do have the option to configure most web browsers to NOT accept cookies. However, be aware that disabling cookies may keep you from having access to some functions or services on our web site or the web-hosted software that runs on our web site.

Emails or newsletters that we send electronically may use techniques such as web beacons or pixel tags to gather email metrics and information to improve the reader's experience, such as the number of emails that are opened, whether they were forwarded or printed, the type of device from which they were opened, and the location (e.g. city, state, and county) associated with the applicable IP address.

If you visit this web site with an open ID (such as Facebook), you may also be sharing and integrating data with third-party social media sites, and we may track aggregate data about the number of visits to this web site with an open ID, the number of items "liked" on this web site, or items on this web site that you choose to share with a third-party social media site.

Other parties such as advertising partners and analytics companies may also be collecting information about your online activity across various websites over time. The information collected by those third parties may include identifiers that allow those third parties to tailor the ads that they serve to your computer or other device.

Because there is not yet a common understanding of how to interpret web browser-based "Do Not Track" signals other than cookies, we do not currently respond to "Do Not Track" signals that are undefined.

#### 2. Third Party Actions

We do not control and are not liable for the actions of any third parties who we may promote and/or link to from this website. We pride ourselves on recommending quality companies, but have no control over the actions of those third parties, the content they provide, or their privacy practices. While we are not liable for any of the actions of those third parties, you should feel free to give us feedback from time to time on your experiences with any third parties to whom we work with so that we may enhance our future service to all customers.

#### 3. IP Addresses

We may use your IP address to help prevent fraud, to help diagnose problems with our server, to gather broad demographic information, and to offer you products and services.

### 4. Our Data Security Policy

All collected information is stored in a technically and physically secure environment. Furthermore, access to this information is strictly limited, and the information is not accessible to the public. We are dedicated to ensuring the security and privacy of all user information.

Please be advised that, although we take every reasonable technological precaution available to protect your data, no data transmission over the Internet can be guaranteed to be 100% secure. Please ensure that you take all necessary precautions to protect your personal information while online.

### 5. Updating, Removing, or Exporting your Personal Information

If you are a subscriber to our mailing list, you can customise your information and the mailing lists you have subscribed to at any time by simply clicking the link called "Manage Subscriptions" at the bottom of the newsletter you receive from us. That will take you to a preferences center where you can update your information and communication preferences, as well as access your unsubscribe options. Please note that it may take up to 30 days for you to be removed from all of our mailing lists.

If you have questions about the use, amendment, or deletion of Personal Information that you have provided, or if you are having issues trying to unsubscribe on the Manage Subscriptions page linked from each email, please contact us using the information below in the Contacting Us section.

In certain jurisdictions and circumstances, you may also have the legal right to request details about how we collect information, how your information is used, and any third parties with whom your data has been shared. If you wish to request such information, please send an email to <a href="Ria@riavan-doorn.com">Ria@riavan-doorn.com</a> with the subject line "Data Usage Request" and explain in the body of the email the details of your request. To protect user privacy, you must send such a request from the account information we have on file or the request will not be honoured.

If you wish to request that we forget you from our database, please send an email to Ria@riavandoorn.com with the subject line "Forget Me" and explain in the body of the email that you are asking to have your personal data deleted. To protect user privacy, you must send such a request from the account information we have on file or the request will not be honoured. Please be aware that once we delete your data, we will be unable to "undelete" it. You may also have other rights under applicable federal, state or local laws.

#### 6. Withdrawing Consent

To stop receiving future communications or solicitations from us, please unsubscribe according to the instructions contained in any correspondence you receive from us. To unsubscribe from a third-party service, you must contact that third party directly.

## 7. Children's Privacy

We take Children's Privacy very seriously. Due to the age restrictions of this web site, none of the information obtained by this web site falls within the Child Online Privacy Act (COPPA) and we do not knowingly intend to collect personally identifiable information from children under 18 years of age. If your minor child has provided us with personally identifiable information, you

### 7. Children's Privacy

may contact us at the mailing address listed in the section entitled "Contacting Us" if you want this information deleted from our records. We will then make reasonable efforts to remove your child's information from the database that stores the information.

#### 8. Customise your information to stop seeing specific adds

By submitting your email address, you also agree to allow us to use your email address for custom audience targeting on sites like Facebook, where we might display custom advertising to specific people who have opted-in to receive communications from us.

If you wish to stop seeing ads from us on Facebook, you can turn off the ad by using the following steps:

- i. From within Facebook, go to the advertisement you want to turn off.
- ii. Click on the drop-down arrow in the top corner of the ad (that may be in the top right corner or top left corner).
- iii. Click on "Hide ad".

You can also customise the ads you see in Facebook across all advertisers by using the following steps:

- i. Log in to your Facebook account and click "settings".
- ii. Click on "Ads".
- iii. On that page you will see a list of options you can choose to limit and/or block the information Facebook shows to advertisers.

If you wish to stop seeing ads from us in Google Ads, you can turn off the ad by using the following steps:

- i. Go to the advertisement you want to turn off.
- ii. Click on the x in the top left corner.
- iii. Click on "Stop seeing this ad".

Other ad platforms we may use in the future have similar ways to turn off an ad to stop seeing it.

#### 9. Request to delete all your data

If you wish to request that we forget you from our database, please send an email to <a href="Ria@ria-vandoorn.com">Ria@ria-vandoorn.com</a> with the subject line "Forget Me" and explain in the body of the email that you are asking to have your personal data deleted. To protect user privacy, you must send such a request from the account information we have on file or the request will not be honored. Please be aware that once we delete your data, we will be unable to "undelete" it. You may also have other rights under applicable federal, state or local laws.

# **10. Contacting Us**

If you have any questions about this Privacy Policy or our practices, please feel free to contact us at <a href="Ria@riavandoorn.com">Ria@riavandoorn.com</a>.