



PRIVACY POLICY

Within the scope of its activity, Klivon Scientific, Lda. ("**Klivon**") provides the website with the address <https://www.klivon.com/> ("**Website**").

Klivon is committed to protecting the personal data of users ("**User**" or "**Users**") who access its website.

Through this privacy policy ("**Privacy Policy**"), Klivon intends to provide clear and transparent information to Users regarding:

- § The one responsible for processing personal data;
- § The personal data processed by Klivon through the website;
- § The purposes, basis for processing, and retention period of personal data;
- § The rights of personal data holders;
- § The security of the personal data processing; and
- § Changes to the Privacy Policy.

The Privacy Policy was developed in accordance with the General Data Protection Regulation of the European Union, Regulation (EU) n.º 679/2016, of April 27 ("**GDPR**").

1. The one responsible for processing personal data

The entity responsible for processing personal data is the company Klivon Scientific, Lda., a limited liability company under Portuguese law, with headquarters at Avenida Jacques Delors, n.º 421-411, room 07, Building Inovação 2, Tagus Park, 2740-122 Oeiras, with the unique registration and



corporate taxpayer number 518018954, dedicated to the manufacturing, wholesale trade of chemicals, materials and equipment for laboratories, import and export, mail order and electronic sales of laboratory products.

You can contact Klivos through written communication addressed to the headquarters address “Avenida Jacques Delors, n.º 421-411, sala 07, Edifício Inovação 2, Tagus Park, 2740-122 Oeiras” or via email to the address: info@klivos.com

2. Personal data

For the purposes of this Privacy Policy, personal data is considered to be any information that, directly or in combination with other data, can identify a natural person.

When entrusting your personal data to Klivos, we guarantee that we will treat it in accordance with the provisions of this Privacy Policy.

Access to the Website does not necessarily imply the collection of the User's personal data. Klivos only collects, through the Website, personal data submitted by Users themselves (“**Personal Data Holder**” or “**Personal Data Holders**”) by filling out the forms available on the Klivos website. (“**Personal Data**”), for the purposes of direct contact with Klivos (“*Send us a message*”) and to sending of *newsletters*, promotional actions, invitations to events and direct *marketing*.

The table below includes a list of personal data collected by Klivos on its Website, with the different categories of personal data holders mentioned in this Privacy Policy.



Personal data holders	Personal data collected	Origin
Users (direct contact with Klivos)	[Name, telephone contact, email address, employer and country of residence]	Collection of personal data from the holder
Users (sending of newsletters, sending of promotional actions and invitations to events, as well as for direct marketing purposes)	[Name, telephone contact, email address, employer and country of residence]	Collection of personal data from the holder

Klivos is not responsible for the veracity, omissions or inaccuracies of the personal data transmitted to it.

3. Purposes and basis for processing and retention period of personal data

Klivos, within the scope of the activity it develops, and through the Website, processes personal data for the purposes and during the periods set out in the table below.

Personal data holders	Purposes of processing personal data	Basis for processing personal data	Personal data retention period
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Users	Sending of newsletters, sending of promotional actions (offers and promotion of products and services) and invitations to events, as well as for direct marketing purposes	Consent of the holder of personal data, for this specific purpose	Personal data will be processed until the Personal Data Holder communicates their intention not to receive communications from Klivos again for the purposes mentioned here.
Users	Direct contact with Klivos (" <i>Send us a message</i> ")	Consent of the holder of personal data, for this specific purpose	Personal data will be kept for a period of one year after the last message is sent by the User

In the context of sending newsletters, promotional actions (offers and promotion of products and services) and invitations to events, as well as any other communications for direct marketing purposes, the processing of personal data only begins when the respective holder submits the subscription form, ending, at any time, upon cancellation of the subscription through a *link* for this purpose available in all communications sent.



When unsubscribing, the Data Holder in question will receive a notification email confirming the removal of their data from the communications sending list.

When the established retention period ends, Klivos will delete or anonymize personal data.

4. Consent

When personal data is processed by Klivos based on the holder's consent, based on Article 6, paragraph 1, subparagraph a) of the GDPR, he has the right to, at any time, withdraw his consent to the processing of the data, without compromising the legality of the processing carried out based on the previously given consent.

5. Processing of Personal Data through automated means

Klivos partially processes personal data through automated individual decisions, always in compliance with applicable personal data protection legislation.

We inform you that the data subject has the right to obtain human intervention from Klivos in relation to the processing of their personal data by automated means and also to express their point of view and contest the decision.

6. Recipients of Personal Data

Klivos does not share your personal data with third parties



7. Rights of Personal Data Holders

The User is guaranteed the right to, at any time, access their personal data, as well as the respective rectification, deletion, portability, limitation and/or opposition to processing.

As a data subject, you still have the right to withdraw your consent at any time. The withdrawal of consent does not compromise the lawfulness of the processing carried out based on the consent previously given.

The exercise of any of these rights must be carried out, in writing, by means of a communication addressed to Klivos, either to the address of its headquarters located at Avenida Jacques Delors, n.º 421-411, room 07, Building Inovação 2, Tagus Park, 2740-122 Oeiras, or to the following email: info@klivos.com

Additionally, Users may always submit any complaints they deem necessary to the CNPD - National Data Protection Commission.

8. Security in the processing of personal data

Klivos is committed to ensuring the security and integrity of the personal data it collects and processes.

Security measures will be reviewed depending on the needs and requirements of this matter, at any time.

If, for any reason, there is a breach of security that causes, accidentally or unlawfully, the destruction, loss, alteration, unauthorized disclosure or access



to personal data, Klivon undertakes, in accordance with applicable legislation, to communicate with the competent authorities, without undue delay and, whenever possible, within 72 hours after becoming aware of such an occurrence.

Furthermore, and under the terms mentioned in the previous paragraph, Klivon undertakes to communicate the breach of personal data to the respective data holder.

9. Changes to the privacy policy

Klivon reserves the right to make changes to the Privacy Policy at any time and without prior notice.

Any changes will be published on the Website.