### ****Privacy Policy and Cookie Policy of O Ninho do Rei****

This Privacy Policy applies to all personal data that O Ninho do Rei processes of its guests.

If you book a stay at O Ninho do Rei, or provide personal data to O Ninho do Rei for any other reason, you explicitly give permission to process your personal data in line with this Privacy Policy.
We therefore advise you to read the Privacy Policy and keep it for your own administration.

#### ****1. Responsible****

Responsible for the processing of personal data is:
O Ninho do Rei, Rua da Cruz 12, 6110-017 Fundada, Portugal, oninhodorei@gmail.com, 00351 934 378 977

#### ****2. Which data is processed by Oninho do Rei and for what purpose****

2.1 In the context of your stay, the following personal data will be processed:

* first and last name, date of birth, place of birth, gender
* address details, possibly postal address
* telephone number (s), e-mail address (es)
* Passport data

2.2 **O Ninho do Rei** processes the personal data referred to in 2.1 for the following purposes:

1. Your name, telephone number and e-mail address – used for contact about the provision of the information requested by you and also for handling the information obtained from you.
2. Your name, telephone number and e-mail address – used for registering the bookings and also for the administrative processing thereof.
3. Your name, address details, passport details – used for correct handling with the Portuguese authorities being the Finanças and the SEF, the tax authorities and the immigration authorities. The data will be kept for as long as Portuguese law requires.

#### ****3. Retention periods****

O Ninho do Rei processes and stores your personal data for the duration of your stay up to a maximum of two years after your stay. However, or as long as Portuguese law requires this regarding the retention of administrative data for the tax authorities and foreigners’ authorities. We then subsequently destroy the personal data.

#### 4 . Security measures and processors

4.1 O Ninho do Rei has taken appropriate technical and organizational measures to protect your personal data.

4.2 O Ninho do Rei does not use the services of third parties for the processing of personal data.

#### 5. ****Right of inspection, removal and requests for complaints****

5.1 Via the administration of O Ninho do Rei you can submit a request to view, receive, change or delete your personal data. O Ninho do Rei will process your request and inform you within one month of receipt

5.2 If you wish to object to the (further) processing of your personal data as referred to in Article 2, you can also contact the administration.

5.3 If you have complaints about the way O Ninho do Rei processes your personal data or handles your requests, you can contact us by email: oninhodorei@gmail.com and ask for the complaints book.

5.3 a. Even if there are other complaints that cannot be resolved with O Ninho do Rei, you can ask for the [complaints book or livro de reclamaçoes](https://www.livroreclamacoes.pt/inicio%22%20%5Ct%20%22https%3A//casatraca.com/en/contact/privacypolicy-casa-traca/_blank) (ID number 27734403)

5.4 Any other questions or comments about this Privacy Policy can also be directed to our administration oninhodorei@gmail.com

5.5 If you cannot resolve the matter with O Ninho do Rei, you can also contact [CNIACC Centro de Portugal.](https://www.cniacc.pt/pt/%22%20%5Ct%20%22https%3A//casatraca.com/en/contact/privacypolicy-casa-traca/_blank)

5.6. Please note that you have the possibility to lodge a complaint with the Portuguese national monitoring authority, the “[Comissão Nacional de Proteção de Dados (CNPD)](https://www.cnpd.pt/%22%20%5Ct%20%22https%3A//casatraca.com/en/contact/privacypolicy-casa-traca/_blank)“.

#### **6. Amendments**

This Privacy policy is subject to change. The changes will be announced via the Website. We advise you to regularly view the Privacy policy.

Drawn up Feb 5, 2019

#### 7. Cookies

We use cookies for the best possible operation of this website. In this statement we first explain what cookies are. We will then discuss which cookies we use and why we use them.

**What are cookies**
A cookie is a file that is sent by a website (in this case www.oninhodorei.com). Your browser then places this on your computer’s hard drive. There is then a cookie on the hard disk. When you next visit the website again, the stored information, which is contained in the cookie, can be sent back to this website.

**Google Analytics**
Our website places cookies from Google. They will analyse the information that Google receives from the cookie. This information is anonymised as much as possible. Google will only share the information obtained with third parties when they are legally obliged to do so. Also insofar as third parties process the information on behalf of Google.

She, Google, has also not received permission from us to use information for other Google services. Google is an American company and therefore stores the information it collects in American servers. For more information about the policy of Google Analytics, see the Google website.

**Social Media buttons**
The various social media channels often use codes with which they place cookies via the site. These social media channels collect information that they can obtain through the cookies. Read the privacy statements of the social media channels used by O Ninho do Rei to know what they do with the collected information.

**Disable and delete**
You can disable or delete cookies. For this you have to go to the settings of your browser. Are you stuck? Then use the browser’s help function.

#### 8. Google Analytics

We would like insight into the use of the website in order to be able to optimize it for use. We sometimes use Google Analytics for this. This service analyses the data of website visitors. An IP address is not visible and therefore cannot be traced back to a person to us. Google Analytics also has a policy that can be found online.

#### 9. Social Media Channels

O Ninho do Rei uses various social media channels, Facebook and Instagram. To make it as easy as possible for the customer, O Ninho do Rei uses buttons and contact forms. These social media channels also collect information. To clarify what happens to the data, the privacy statement of the social media channels can provide a definitive answer.