

Privacy Policy

This Privacy Policy aims to provide transparent information about the processing of personal data carried out by United Lisbon International School, S.A., in accordance with the principles of lawfulness, fairness and transparency established by Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR) and applicable Portuguese legislation (Law no. 58/2019).

1. Data Controller

Users of this website are informed that the data controller is:

- United Lisbon International School, S.A - Educational institution
- **Tax Identification Number (NIF):** 514768282
- **Registered address:** Avenida Marechal Gomes da Costa, No. 9, 1800-255 Lisbon, Portugal
- **Email:** info@unitedlisbon.school
- **Email DPO:** privacy@unitedlisbon.school

2. Data Protection Officer (DPO)

The school has appointed a Data Protection Officer (DPO), who can be contacted for any questions related to the processing of personal data or the exercise of data protection rights: privacy@unitedlisbon.school

3. Purposes, Legal Basis and Data Retention

Personal data collected through this website is processed as follows:

Purpose of Processing	Legal Basis	Data Retention
Responding to contact enquiries	Consent of the data subject	For the time necessary to respond and for a maximum period of 12 months after the last contact
Managing requests for information about the school and its services	Consent of the data subject	For the duration of the request and up to 12 months thereafter for follow-up purposes
Organising school visits	Pre-contractual measures	Until the visit is completed and for a maximum of 6 months thereafter
Handling admission or enrolment enquiries	Pre-contractual measures	For the duration of the admission process and up to 1 year thereafter
Processing job applications (“Join our team”)	Consent of the data subject	Up to 1 year after receipt of the application, unless consent is renewed

Sending newsletters and informational communications about the school, its activities, events and services, as well as those of the Dukes Education Group to which the school belongs, always sent by the school	Consent of the data subject	Until the data subject withdraws their consent
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4. Categories of Data Collected

The school may collect the following categories of personal data:

- Identification data (name)
- Contact data (email address, phone number)
- Information provided in message fields
- Academic or professional data (in job applications)

5. Data Recipients

Personal data may be shared with:

- Service providers necessary for website operation (hosting, IT services)
- Authorised staff within United Lisbon International School.

Additionally, as part of its organisational structure, United Lisbon International School belongs to the **Dukes Education Group**, headquartered in the United Kingdom. Personal data may be shared within the group for administrative, organisational, and educational management purposes, where necessary and in compliance with applicable data protection laws.

Transfers of personal data to the United Kingdom are carried out in accordance with the European Commission's adequacy decision, which recognises an adequate level of data protection in the UK.

Data will not be shared with other third parties unless required by law.

6. Data Subject Rights

Users have the right to:

- Access their personal data
- Request rectification of inaccurate or incomplete data
- Request erasure of their data
- Request restriction of processing
- Object to processing
- Request data portability

Users may exercise these rights by contacting: natacha.fernandes@unitedlisbon.school or the DPO at privacy@unitedlisbon.school

If users believe their rights have been violated, they may lodge a complaint with the Portuguese Data Protection Authority (CNPD): <https://www.cnpd.pt>

7. Data Security

The school implements appropriate technical and organisational measures to ensure the security and confidentiality of personal data and to prevent unauthorised access, alteration, disclosure or destruction.

8. Data of Minors

Given the nature of the services provided, the school may process personal data relating to minors.

Such data will be treated with particular care and, where required, with the consent of parents or legal guardians, in accordance with applicable data protection legislation.

9. Cookies

This website uses cookies. For more information, please consult our **Cookies Policy**.

10. Changes to this Policy

The school reserves the right to update this Privacy Policy at any time. Any changes will be published on this page.

11. Mandatory Nature of the Data Provided

The data requested through the website forms are, in general, mandatory (unless otherwise specified) in order to fulfil the purposes described above.

If the user does not provide the required data or provides incorrect information, it may not be possible to process their request.

12. Accuracy of the Data

The user guarantees that the personal data provided is accurate, complete and up to date, and is responsible for any damage or loss, direct or indirect, that may arise from failure to comply with this obligation.

If the user provides data relating to third parties, they confirm that they have informed such third parties of the contents of this Privacy Policy and obtained their consent where necessary.

13. Contact

For any questions regarding this Privacy Policy or general matters, users may contact:

natacha.fernandes@unitedlisbon.school

For matters specifically related to data protection, users may also contact the Data Protection Officer (DPO): privacy@unitedlisbon.school

14. Website Use

All content on this website, including texts, images and design, is the property of United Lisbon International School or is used with appropriate authorisation.

Users undertake to make appropriate use of the website and not to engage in activities that may damage, disable or impair its operation.

The school shall not be liable for any damages arising from improper use of the website or from the use of third-party content.