



CONFIDENTIALITY, PRIVACY AND DATA PROTECTION POLICY

Preamble

Instituto Português de Oncologia de Lisboa Francisco Gentil – E.P.E. (IPO Lisboa) guarantees to everyone the respect for privacy, confidentiality and protection of their personal data, as prescribed in [General Regulation of Data Protection](#) and other legislation in force.

To guarantee the safety, integrity and confidentiality of personal data it collects within the scope of its activity, IPO Lisboa implements measures aiming at protecting personal data against destruction, loss, tampering, disclosure, non-authorized access or any other accidental or unlawful forms of processing. For this purpose, we have established and keep in force a Confidentiality, Privacy and Data Protection Policy which guarantees the compliance with the applicable rules.

Scope

Confidentiality, Privacy and Data Protection Policy of IPO Lisboa applies to processing all personal data of employees, users, suppliers, service providers, partners, candidates for recruitment, trainees and web surfers.

Data Protection Officer

To guarantee the implementation of the mentioned measures, IPO Lisboa has a Data Protection Officer. This officer is the person to get in touch with about any questions regarding the processing of your personal data and may be contacted through email

encarregado_proteção_dados@ipolisboa.min-saude.pt or, in writing to the following address: **Instituto Português de Oncologia de Lisboa Francisco Gentil, Rua Prof. Lima Basto, 1099-023 Lisboa.**

Personal data

Any information of whatever nature and regardless of the respective format (paper or technological), including sound and image, which directly or indirectly identify a natural person (the data subject), such as the name, address, email address, card numbers, biometric data, but also data regarding medical history and characteristics of diseases and users' profiles.

Data Collection

As a rule, it is possible to get in touch with IPO Lisboa and visit the institute website without having to enter personal data. However, in order to access some services – for instance patient's referral, appointment's request, make a donation, to join a training course, to apply for an employment position, to request to have the newsletter sent - IPO Lisboa can ask you to provide personal data such as name, address, phone number, Tax payer number, email address or other data required for that specific purpose.

Purpose of the data processing

IPO Lisboa guarantees that the personal data processing is intended for specific, explicit and legitimate purposes and will not be subsequently processed in a way incompatible with those purposes.

Your personal data may be processed for the following purposes:

- applications for an employment position;
- joining a training course;
- sending of newsletter;
- reply to your messages;
- Diagnostics and treatment;
- Research.

Data storage period

According to the Archival Regulation for hospitals.

Rights of personal data subjects

Pursuant to relevant legislation the data subject is guaranteed the right to access, update, correct and delete his/her personal data. For this purpose, he/she should send a request by email to

[encarregado proteção dados@ipolisboa.min-saude.pt](mailto:encarregado_proteção_dados@ipolisboa.min-saude.pt), or a letter, together with a copy of an identification document to the following address: **Instituto Português de Oncologia de Lisboa Francisco Gentil, Rua Prof. Lima Basto, 1099-023 Lisboa.**

Changes to the privacy policy

IPO Lisboa reserves the right to change the Confidentiality, Privacy and Data Protection Policy according to the applicable legal provisions.