



Privacy Policy

Fairjourney Biologics SA (referred to as “we”) understands that your Personal Information (information that can be used to identify directly or indirectly a specific individual) is of great value and concern to you. This privacy policy describes how we collect, hold and use information about individual persons visiting our web site or interacting with our employees or



Information you provide to us

When you contact us to obtain information regarding the services we provide, when you enter into a contract for services provided by us, when you enter into a contract to provide us with your products or services, when you apply for a position on our company whether it is via our web site or with our employees in person, over the phone or by email, we collect information about you and/or the company you represent (e.g. your name, institute, address, email address, phone number, fax number and so on).

Information passively submitted

We do not collect information during your use and navigation of our web site, such as the URL of the site you came from, the browser software you use, your Internet Protocol (IP) address, date/time of access, data transferred, pages visited, amount of time you spend on the site, information about transactions made on our site.

We use strictly necessary "cookies" on our web site. These are cookies which are needed for our website to function properly. We do not use performance cookies and analytics technologies, functionality cookies, targeting or advertising cookies nor web beacons and parameter tracking cookies.

How we use the information

We use the information we collect via our web site, provided to our employees in person, over the phone or by email to provide requested services and information and to overall fulfil a contractual obligation with a client or supplier. We have a legitimate interest in processing this Personal Information for the purposes such us:

- ▶ General communication – clarifying our questions, exchanging information and carry out marketing and sales;
- ▶ Documenting activities – meetings, events, agreements and others;



In this context, the processing of your Personal Information is generally necessary to the execution or the performance of the contract. If you do not wish that we to process your Personal Information, we may or will be obliged to refuse to enter into such contract.

Our web site is also used as a platform for submitting job applications. The information collected in the web site is processed for the sole purpose recruitment processes, present or future.

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

We have a legitimate interest in processing Personal Information during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

For processing your Personal Information, we will request your prior consent. We will follow any relevant procedure to allow you to be fully informed and then either clearly accept or refuse the processing of the information.

We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief if by your own volition you share that information during the application process. This category of data will never be requested by us and given its sensibility we would appreciate if you could avoid sharing it with us.

If your application is not successful, we may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

Sharing your information

We do not rent or sell your Personal Information whether you are client/supplier or prospective client/supplier —whether it is your Personal Information or the fact that you are or may become an Fairjourney Biologics client/supplier—to anyone.

In order to carry out your requests, respond to your inquiries, in order to directly or indirectly fulfil a contractual obligation with you or for some other legitimate purpose we may have to share your personal data with



regulatory agency.

The Personal Information we provide to them is the absolute necessary to perform their functions and may not be used in any circumstance for any other purpose. Furthermore, they must process this Personal Data in accordance with our Privacy Policy, as sensible and confidential, and as permitted by applicable data protection laws and regulations.

We do not share any of the Personal Information provided during the application process to a specific job opportunity or a spontaneous application with any third party with the exceptions mentioned thereafter. If we decide to hire you, we will be required to share some of your Personal Information to comply with our legal obligations. For example, your information will have to be shared with entities such as the Portuguese Tax and Customs Authority, Portuguese Social Security System, an Occupational Health and Safety company and an Insurance company. We may also share some of your Personal Information with our lawyers for the purpose of preparing our contract.

Legal disclosure

We may transfer and disclose your personal data to third-parties to:

- ▶ comply with a legal obligation;
- ▶ when we believe in good faith that an applicable law requires it;
- ▶ At the request of governmental authorities conducting an investigation;
- ▶ To detect and protect against fraud, or any technical or security vulnerabilities;

Information security

We take appropriate technical, organizational and administrative steps to protect any Personal Information we hold in our records from access, loss, misuse, alteration and destruction. However, no company or service can guarantee complete security.



Personal Data will only be kept for as long as necessary to meet the respective purpose and to fulfil regulatory requirements, as a rule for the duration of the respective contractual relationship, including a possible statutory retention period.

The minimum retention period for different types of records differs significantly from country to country. In Portugal, the minimum retention period for company's books and accounting records is today 10 years. Notwithstanding, for the years of 2014, 2015 and 2016 the retention period was of 12 years. Since the Portuguese law does not specify a maximum for the retention period, FJB decided to retain this type of records, regardless of the year, for 12 years. After 12 years these records will be destroyed or stored in a closed archive. Since contracts with suppliers and clients are closely associated with the accounting records, we choose to keep them for the same period.

Since it is often recommended to retain records until the expiry of the relevant time limits for bringing legal action, human resources records will be kept for a minimum of 5 years, after these type records will be destroyed or stored in a closed archive.

Your rights in relation to your personal information and how it is processed by us

You have rights in relation to your Personal Data how it is processed, and those rights can be exercised at any point. We have provided an overview of these rights and the appropriate contact information in case you wish to exercise them.

You have the right to:

- ▶ be provided with clear, transparent and easily understandable information about how we use your Personal Information and what are your rights with regards to that formation;
- ▶ access, correct or update your Personal Data at any time;
be forgotten and to request that we delete your information. If you wish to do so we will take reasonable steps to respond to your request in accordance with legal requirements;
- ▶ restrict processing of your Personal Data;
- ▶ lodge a complaint directly with any local Supervisory Authority about how we process your Personal Data;



we have done with your Personal Data with your consent up to that point is unlawful). You can withdraw your consent to the processing of your Personal Data at any moment in time.

Further information and advice about your rights please contact the data protection Regulator in your Country.

If you need to contact us to exercised one of the above-mentioned rights, please use the following contact information:

Contact Person: Rita Teles

Phone number: +351 220 736 910

Address: Rua de Delfim Ferreira, 760, 4100-190 Porto, Portugal

Email: dataprotection@fjb.pt

We reserve the right to change this Privacy Policy from time to time.

We will not reduce your rights under this Privacy Policy without your explicit consent.

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