

## **LAPR5 Report**

### **GDPR Compliance**

#### **Class 3DE \_ Group 32**

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**Date: 08/01/2023**

# Data processing and GDPR compliance Report

The following report, based on the principles established by the EU General Data Protection Regulation (GDPR), outlines the fundamentals in which the solution processes personal data from data owners. For reading purposes, the company will be referred to as Employer Entity and the employee as Data Owner.

## Topics:

- What data is collected?
- How is the data collected?
- Why and how will the data be used?
- How is data stored?
- What are the data owner's protection rights?

## What data is collected?

The platform collects data concerning:

- Personal identification information:
  - Name
  - Email address
  - Phone number
  - Assigned Job Position

This data applies to the definition of personal data established by art. 4 (1)<sup>1</sup>, of the GDPR.

## How is the data collected?

This data is lawfully collected, since the data owner is under a contract with the employer entity, as established by art. 6 (1)(b), of the GDPR.

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<sup>1</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). <http://data.europa.eu/eli/reg/2016/679/oj>

## Why and how will the data be used?

The data is required to be entered by the system administrator to create the other users of the system to manage deliveries between warehouses using electric trucks, in which he selects the tasks related to the employee job position. For this, the administrator needs the data owner's data, including name, for identification purposes, e-mail address for authentication in the platform, contact phone number to facilitate operational coordination and job position to execute tasks.

The usage of the subject's data follows the *principles of purpose and data minimization* set forth in art.5 (1)(b)(c) of the GDPR.

## How is data stored?

The employer entity securely stores the data in a cloud server, which is periodically backed up. This data is kept in the system for the entire contract period and only for the purposes defined in the previous section. Once this period has expired, the data will be deleted.

The storage and maintenance of the subject's data follows the *principles of limitation of retention and of integrity and confidentiality* established by art.5 (1)(e)(f) of GDPR.

## What are the data owner's protection rights?<sup>2</sup>

The employer entity makes sure the data owners are fully informed of all their data protection rights. Every data owner is entitled to the following:

- **Right to information**
  - Data owners are entitled to the right of being informed of their personal data collection by the employer entity, with all legal grounds.
- **Right to access**
  - Data owners are entitled to the right to request the employer entity for copies of their personal data.
- **Right to rectify**
  - Data owners are entitled to the right to request the employer entity to correct any information considered inaccurate, as well as to complete information considered incomplete.

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<sup>2</sup> GDPR articles 12 to 23.