

Data protection

Maria Joao Viegas Rodrigues acting as International Travel Partners grants the protection of your personal data in the context of the data protection laws and the regulations of the General Data Protection Regulation 2016/679 (DSGVO). This privacy policy governs which personal information we collect, process and use about you. We therefore ask you to read the following instructions carefully.

Within the framework of the DSGVO 2016/679 the following terms, which we use in our privacy policy (according to the original text of the Basic Regulation) are defined:

- "Personal Data": Any information relating to an identified or identifiable natural person ("data subject"). A natural person is considered 'identifiable', if they can be identified directly or indirectly, in particular by association with an identifier such as a name, with an identification number, with location data, with an online identifier or with one or more special features.
- "Processing": Any process related to personal data such as the collection, entering, organization, ordering, storage, adaptation or modification, reading, querying, use, disclosure by transmission, the distribution or other form of provision, reconciliation or linking, restriction, deletion or destruction.
- "Restriction of processing": The marking of stored personal data in order to limit their future processing.
- "Consent" of the data subject: Any voluntary expression of will, given in a specific, informed and unambiguous manner. This may be given in the form of a statement or other unambiguous confirmatory act by which the person concerned indicates that he / she agrees with the processing of the personal data concerned.
- "Pseudonymisation": The processing of personal data in such a way that personal data can no longer be attributed to a specific data subject without the need for additional information, provided that such additional information is kept separate and subject to technical and organizational measures.
- "Profiling": Any kind of automated processing of personal data which involves the use of such personal data that evaluates certain personal aspects, in particular aspects of work performance, economic situation, health, personal preferences, interests, reliability, behaviour to analyse or predict the whereabouts or location of this natural person.

- 'Responsible person': The natural or legal person who, alone or in concert with others, decides on the purposes and means of processing personal data.
- "Processor": A natural or legal person, public authority, facility or other that processes personal data on behalf of the controller.
- "Recipient": A natural or legal person, public authority, agency or other entity to which personal data is disclosed, whether or not it is a third party.
- "Third party": A natural or legal person, public authority, body or other entity other than the data subject, the controller, the processor and the persons authorized to process personal data under the direct responsibility of the controller or processor.

1. General

Visiting our website is basically possible without the provision of personal data. Our website is hosted in Germany by the company Makolan Informationstechnik (processor), Bredelaer Strasse 57, 40474 Düsseldorf, Germany. We have an order processing contract with Makolan Informationstechnik.

The person responsible within the meaning of the General Data Protection Regulation is:

Ms Maria Joao Viegas Rodrigues (Gica Rodrigues)

acting as International Travel Partners

Sanddornweg 58

45481 Mülheim an der Ruhr

Germany

Tel: +49-208 4445424

e-mail: gica.rodrigues@i-t-p.net

II. Purpose and use of personal data. Justifications.

The use of personal data only takes place if you voluntarily inform us. This is required to contact you.

For all contact requests, the data will be encrypted once by email.

The personal data contained therein (e.g. name and surname, address, e-mail, telephone number) is downloaded confidentially from the e-mail inbox and only appears for the intended purpose in a password-protected computer in the office of Maria Joao Viegas Rodrigues saved as International Travel Partners. They are processed by us for communication

with you. Your personal data will be deleted after the fulfilment of the purpose (e.g. contact, offer, contract processing).

A survey, storage and further processing by Mariai Joao Viegas Rodrigues acting as International Travel Partners beyond the processing of the purpose of your inquiries does not take place.

We would also like to inform you that, beyond the consent, other justification reasons allow us to process the personal data and its use:

- Fulfilment of a contract (appropriated)
 - Fulfilment of pre-contractual steps (appropriated).
 - Legal obligations (example: billing, tax)
 - Balance of interests: If there is a specific interest on your part, which is traceable and documented, and the processing is carried out in accordance with the intended purpose.
- Examples:
- You meet us personally at an event and give us your business card, with the request to send information about our services by post.
 - You call us, leave your name and phone number, and ask us to call you back with a quote/offer.

The data will remain stored as long as there is a business relationship with you or we have your consent. This does not affect tax or commercial regulations, which may stipulate longer retention periods.

As part of sending a letter or package to you, we will pass on the required personal data (name and first name, address) to Deutsche Post or to other forwarding agents.

Any further disclosure of personal data to third parties will not take place, unless we are obliged to do so by court order or by law.

We do not use profiling methods.

III. Rights to confirmation, information, correction, limitation of processing, deletion, data portability and revocation

At any time, you will receive free information about personal data stored about you prior to deletion.

In addition, according to DSGVO 2016/679 you have the following rights:

Right to confirmation: To request a confirmation as to whether the personal data in question is being processed.

Right to information about these personal data and in particular to the following information:

- the processing purposes;
- the categories of personal data being processed;
- the recipients or categories of recipients to whom the personal data have been disclosed or are still being disclosed;
- if possible, the planned duration for which the personal data will be stored or, if this is not possible, the criteria for determining that duration;
- the right of rectification or erasure of personal data in question or limitation of processing by the controller or a right to object to such processing;
- the existence of a right of appeal to a supervisory authority;
- if the personal data was not collected from the data subject, all available information on the source of the data;
- the existence of automated decision-making, including profiling, and - at least in these cases - meaningful information about the logic involved and the scope and intended impact of such processing on the data subject.

Right to rectification:

You have the right to demand that the person responsible correct the incorrect personal data concerned without delay. In consideration of the purposes of processing, you have the right to request the completion of incomplete personal data, including by means of a supplementary statement.

Right to deletion (or right to be "forgotten"):

You have the right to require the controller to immediately delete the personal data in question, and the controller is required to delete personal data immediately if one of the following is true:

- The personal data is no longer necessary for the purposes for which they were collected or processed in any other way.
- The data subject revokes their consent and there is no other legal basis for processing.
- You object to the processing and there are no legitimate justifiable grounds for processing.
- The personal data were processed unlawfully.
- The deletion of personal data is required to fulfil a legal obligation under EU or national law, to which the controller is subject.
- The personal data was collected in relation to information society services offered in accordance with Article 8 (1) of the GDPR (offer directly to a child under the age of 16 without the consent of the person responsible for parental responsibility).

Right to restriction of processing:

You have the right to require the controller to restrict processing if one of the following conditions is met:

- the accuracy of the personal data is contested for a period of time long enough to allow the controller to verify the accuracy of the personal data;
- the processing is unlawful, and you reject the deletion of personal data and instead demand the restriction of the use of personal data;
- the controller no longer needs personal data for the purposes of processing, but you need them to assert, exercise or defend legal claims, or
- you have lodged an objection against the processing, as long as it is not certain that the legitimate reasons of the person responsible outweigh your person.

Right to data portability:

You have the right to receive your relevant personal information provided to a Responsible Person in a structured, common and machine-readable format, and you have the right to transfer that information to another person without the obstruction of the person responsible,

provided that the processing is based on a consent or on a contract and the processing is carried out by automated means.

Right to objection:

You have the right, for reasons arising from your particular situation, to object to the processing of personal data at all times.

We point out the existence of above mentioned Claims, which the DSGVO 2016/679 concede to you.

In all these cases please send your request in writing, by mail or e-mail to us.

We also point out that, without prejudice to any other administrative or judicial remedy, any data subject has the right to appeal to a supervisory authority, in particular the member state of residence, place of work or place of alleged infringement, if the person concerned is concerned that the processing of the personal data concerning him / her violates this regulation (according to the original text of Regulation 2016/679).

IV. Cookies

Cookies are small text files that can be stored on your computer for specific purposes, such as collecting statistics or personalizing a website.

We do not use cookies on our website.

V. Newsletter-subscription

For our newsletter shipping we need your consent. The following data is sent to the servers of Maria Joao Viegas Rodrigues as International Travel Partners at Makolan Informationstechnik and are processed there: name, email.

In order to subscribe to the newsletter, you must explicitly give us the order for a newsletter entry via the corresponding form on the website or by telephone or email. Insofar as you register for this service, which includes your current information, we will save and process your email address after you have given your consent for sending out the newsletter. This will be omitted if the consent is not given.

All personal information you provide to us for this purpose will be stored in the servers of Maria Joao Viegas Rodrigues as International Travel Partners and processed there.

You can unsubscribe from the newsletter at any time by clicking on the "unsubscribe newsletter" link on the newsletter or by writing to us. Maria Joao Viegas Rodrigues acting as International Travel Partners will receive an email with the deletion order and the email address will be deleted immediately.

VI. Social Media

1. Facebook

Our website links to the page of "Gica Rodrigues" on Facebook. The Facebook platform is operated exclusively by Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA (Facebook).

If you are logged in to Facebook during your visit to Gica Rodrigues' Facebook page via your personal account, Facebook can assign the website visit to this account. By interacting with plug-ins, e.g. by clicking on "Log in via Facebook", "Share" button or leave a comment on Facebook, this information is transmitted directly to Facebook and stored there. If you want to prevent such data transmission, you must log out before visiting our website under your Facebook account. If you are not a member of Facebook, there is still the possibility that Facebook will find and save your IP address. However, it is possible to block facebook social plug-ins with add-ons such as the "Facebook Blocker" for your browser.

The purpose and scope of the data collection by Facebook as well as the further processing and use of your data as well as your rights in this regard and setting options to protect your privacy, please refer to the privacy policy of Facebook ([http://de-de.facebook.com / about / privacy /](http://de-de.facebook.com/about/privacy/)).

VII. Data security

We endeavour to store your personal data by means of technical and organizational measures in such a way that they are inaccessible to third parties. When communicating via the Internet (for example via e-mail), we cannot guarantee complete data security, so we recommend that you send confidential information by post.

Taking into account the state of the art, the implementation costs and the nature, scope, circumstances and purposes of the processing and the different likelihoods and severity of

the risk to the rights and freedoms of natural persons, the controller and the processors, with whom the contracts exist, appropriate technical and organizational measures are taken to ensure a level of protection commensurate with the risk; these measures may include, inter alia:

- the pseudonymisation and masking of personal data;
- the ability to permanently ensure the confidentiality, integrity, availability and resilience of the processing-related systems;
- the ability to rapidly restore the availability of and access to personal data in the event of a physical or technical incident;
- a process for periodically reviewing, evaluating and evaluating the effectiveness of the technical and organizational measures to ensure the safety of the processing.

VIII. Modification of the data processing regulations

We reserve the right to change this Privacy Policy at any time with future effect. A current version is available on the website. Please visit the website regularly to find out about the applicable data protection regulations.

IX. Scope of application

This privacy policy applies to the following internet website of Maria Joao Viegas Rodrigues acting as International Travel Partners: www.i-t-p.net. It does not extend to any linked websites of third parties.

The website may contain hyperlinks to and from third party websites. If you follow a hyperlink to any of these websites, please be aware that this privacy policy does not extend to any linked third-party websites. Please make sure you are aware of the applicable third-party privacy policy before submitting personal information to these websites.

X. Further information

Your trust is important to us. If you have any questions, comments or inquiries regarding the processing of your personal data, please feel free to contact us using the contact details provided above.

XI. Links to other sites

Unless it is obvious, we will point out that you might click on an external link. We have no influence on the content and design of external websites. The information and insurance in this privacy statement therefore applies only to our website and not to third-party websites.