

### **PRIVACY POLICY**

Chapitô à Mesa, which comprises the areas corresponding to the Panoramic restaurant and the restaurant located in the Pateo, is operated by the company Captatalentos – Gestão Hoteleira, Lda., with its headquarters at Costa do Castelo, 7, 1149-079 Lisbon, and VAT registration number 510277616.

This Privacy Policy outlines how we collect and process our customers' personal data.

### How do we obtain your personal data?

Your personal data is obtained and processed in the following situations:

- When you contact us directly, by telephone or email, to book a table or to organise an event.
- When you access our website and make a reservation at any of our venues.

All information entered on the reservation platform available on the website is processed in accordance with the privacy policy of the third-party service provider, which can be reviewed and accepted when confirming your reservation.

## What personal data do we collect?

- Contact information: Name, telephone number, and email address
- Billing information: Name and tax identification number
- Other personal data: Information such as birthdays, food preferences and allergies

### What is your personal data used for?

The data we collect is obtained solely in the context of providing restaurant services and fulfilling legal invoicing obligations for the services rendered.

# How long do we retain your personal data?

We store your data only for the period strictly necessary to fulfil the purposes for which it is processed, namely:

- To provide our services
- To comply with legal retention obligations and tax requirements



# Sharing information with third parties

We may share your personal data with third parties, specifically:

- **Service providers**, such as third-party companies that assist us with website maintenance, social media management, the reservation platform, and the fulfilment of legal and tax obligations
- **Governmental and regulatory authorities**, where necessary to comply with a legal obligation or in response to an official request

### Your privacy rights

In accordance with the GDPR, you have the right to:

- Access your data by requesting a copy of the personal data we hold about you
- Rectify your data if it is inaccurate or incomplete
- **Erase your data** (the "right to be forgotten"), provided there is no legitimate reason for its continued storage
- Restrict or object to the processing of your data in certain circumstances
- **Data portability**, by requesting to receive your data in a structured, commonly used, and machine-readable format

To exercise any of these rights, please contact us via email at: geral@chapitoamesa.pt

#### Additional information

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