

## Informative Clause for Portal Web Users (P&T)

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### *Basic Information on Data Protection*

<b>Controller</b>	TORRASPAPEL, S.A.U. (“Torraspapel”).
<b>Purposes</b>	To carry out the correct management of selection processes of candidates interested in the vacancies published by Lecta Group.
<b>Legal Grounds</b>	Consent of the data subject.
<b>Recipients</b>	Data shall be transferred in case of TORRASPAPEL, S.A.U. is require to do so by applicable legislation and to other companies of the Lecta Group. Updated list may be found at <a href="#">Lecta Group Companies</a> .
<b>Rights</b>	You are entitled to access, rectify and erase data, as well as other rights, as established in <a href="#">additional information</a> .
<b>Additional Information</b>	For information on our Cookies Policy please click <a href="#">here</a> .

## Additional Information on Data Protection

### 1. CONTROLLER

#### Who is the controller?

Identity: TORRASPAPPEL, S.A.U.  
Address: c/ Llull, 331 08019 Barcelona  
Email: [privacy@lecta.com](mailto:privacy@lecta.com)

### 2. PURPOSES

#### For what purpose do we process your data?

Pursuant to the European General Regulation 2016/679 on Data Protection, we inform that TORRASPAPPEL, S.A.U. processes data provided by you for the following purposes:

1. To carry out the correct management of candidates in selection processes in which you may submit your application, consisting of:
  - I. Management of information requests;
  - II. Management of CVs, application letters and academic records.
2. Transfer your data to other companies of the Lecta Group. Updated list can be found at [Lecta Group Companies](#).
3. To disclose data to public bodies and authorities when compelled by law to do so.

### 3. TERM

#### How long will we process your data for?

Your data shall be retained for 2 years in our databases with the purpose of offering you the chance to participate in future selection processes or until you request they would be erased, or as long as required for compliance with any legal requirements.

## 4. LEGAL GROUNDS

### How are we entitled to process your data?

The legal grounds for your data processing is the consent as given by you by means of the unequivocal affirmative action in relation to your data processing for the management of candidates in selection processes in which you may present your application.

Similarly, as regards the possible transfer of your data to other entities this would be justified for the need to fulfil obligations with public administrations, in those cases where this is required by the applicable legislation in force.

## 5. RECIPIENTS

### To which recipients will your data be communicated?

If you have so consented, your data shall be disclosed to other companies of the Lecta Group for the purpose of analysing your activity in the different Lecta Group portals. Updated list of companies can be found at [Lecta Group Companies](#).

Your data may also be disclosed to other entities if TORRASPAPEL, S.A.U. is compelled by law to do so.

## 6. RIGHTS

### Which are your rights upon providing us with your data and how can you exercise them?

You are entitled to know whether TORRASPAPEL, S.A.U. is processing your personal data.

Similarly, you are entitled to access your personal data and request the rectification of any inaccurate data or, if any, request their erasure when, among other reasons, data are no longer necessary for the purposes for which they were collected.

In certain circumstances, you may request the limitation of your data processing, in which case, we shall only retain the data for the exercise or defence of claims.

For reasons relating to your personal situation, you may also oppose your data processing. TORRASPAPEL, S.A.U. shall cease to process your data, unless it is compelled by law to do so, or it is used for filing, exercising or defending potential claims that may arise.

Similarly, you may exercise the right of data portability, as well as to withdraw the consents provided from time to time, without it affecting the lawfulness of the processing based on the consent given prior to its withdrawal.

If you wish to exercise any of your rights, you may contact us through the links you will find in the emails and communications of TORRASPAPEL, S.A.U., by email to the following address: [privacy@lecta.com](mailto:privacy@lecta.com) or to the mail address indicated above in [1\) Controller](#). Remember to provide as much information as possible on your request: Name, surnames and email address

Finally, we inform you that you may address the Spanish Data Protection Agency or other relevant supervisory authority any claim related to the processing of your personal data.

## 7. COOKIES POLICY

### What cookies do we use?

To know about the cookies used on this web page you may access our Cookies Policy by clicking here: [Cookies Policy](#)