



**GENERAL TERMS AND CONDITIONS OF THE MUNICIPAL  
COUNCIL OF MAFRA'S BUSINESS INCUBATOR**

***BUSINESS FACTORY***

Ericeira and Mafra Branches

Approved by the Council Meeting on 10/23/2020

## **Article 1**

(Background)

1. The Business Factory is a project created by the Municipality of Mafra, to boost local businesses, in the form of a Business Incubator, managed by the Municipal Council, also known as the Managing Body.
2. The Municipality of Mafra may delegate the responsibility of operating the Incubator to an external entity, designated as the Operating Body.

## **Article 2**

(Framework)

These terms establish the rules of use and application process for the Business Incubator of the Municipality of Mafra - Business Factory - Ericeira and Mafra branches, hereinafter referred to as the Incubator.

## **Article 3**

(Location)

The Incubator has two branches, the first in Ericeira, and the second in Mafra, located, respectively, at Rua Prudêncio Franco da Trindade, No. 4, in Ericeira, and at Avenida 1º de Maio, No. 1, in Mafra.

## **Article 4**

(Objectives)

The main objectives of the Business Factory are as follows:

1. To support entrepreneurs in the development of innovative business ideas, potentializing growth and, preferably on a global scale, focussing on their implementation in the market;
2. To support companies or businesses who are existing members of the Incubator program that have innovative business models and intend to implement growth strategies in their market;
3. To contribute to the development of an entrepreneurial ecosystem within the municipality of Mafra;
4. To contribute to the economic development of the municipality of Mafra in particular, and of the region as a whole;
5. To contribute in such a way that the Municipality of Mafra is recognized as an innovative, dynamic, and value-creating municipality.

## **Article 5**

(Physical set-up of the Business Factory)

1. The Business Factory, in its two branches - Ericeira and Mafra - has work rooms of different types and purposes for the use of incubated projects.
2. It also has the following communal spaces:
  - a) Reception, with face-to-face and telephone assistance;

- b) Meeting rooms, whose use is reserved by appointment and according to availability;
- c) Multipurpose room, subject to advance booking for different training activities and events, subject to authorisation by the Managing Body;
- d) Shared kitchen;
- e) Multipurpose lounge;
- f) Toilet facilities and common areas.

3. The incubator's branches are intended to be used for the execution of administrative activities and services. Any other use outside the usual parameters, which may result in overcrowding of the pavement or overloading the electrical power, is subject to prior and explicit authorisation from the Managing Body.

## **Article 6**

(Beneficiaries)

1. The Incubator is designed for individuals aged 18 years or over, or companies set up less than 5 years ago, who intend to develop innovative ideas, projects or businesses that add value to the local economy.
2. Preference is given to residents or companies already based within the municipality of Mafra.
3. In terms of the key areas of strategic development of the municipality, the Incubator gives preference to projects related to the following sectors: Sea, Tourism and Technology, at the Ericeira branch, and Agri-food, Tourism and Technology at the Mafra branch.

## **Article 7**

(Incubation model)

1. The Business Factory incubation model focusses on seven main areas of activity:
  - a) Personalized mentoring by the Operating Body for the evolution of incubated projects through periodic meetings in order to get a status update of each project, and identify any main difficulties and opportunities for improvement;
  - b) Access to a network of general and specialist mentors to support the development of incubated businesses;
  - c) Access to a network of partners and benefits;
  - d) Access to training sessions, seminars, informational events, conferences, and other events organized by the Operating Body or third parties in order to support projects in the established key business areas;
  - e) Access to investors and sponsors;
  - f) Access to a diverse and supportive community of entrepreneurs;
  - g) Support in the promotion of projects, by referencing products and services on the Incubator's website, online, and on social networks.

2. The Business Factory incubation model can be implemented in two ways: either physical or virtual incubation.

3. Physical incubation differs only from virtual incubation in that projects will have access to a physical workspace in the Incubator, however, for both, the same conditions, rights, and duties are maintained.

4. Incubation also allows access to a range of support services, such as: access to the telephone network for national numbers, with one telephone available per room; Internet access; mail box; use of meeting rooms, training programs and various events by prior appointment; access to a photocopier/printer on site through a card/code available for each incubated company or project, with free allocation of a monthly limit in accordance with Appendix II of these terms; electricity, water and cleaning; car park, with no reserved spaces, with capacity for up to a maximum of one parking space per incubation contract - this offer is only available to companies or projects undergoing physical incubation.

### **Article 8**

#### (Opening hours)

1. The Business Factory is open on weekdays between 9:00am and 1:00pm and 2:00pm to 6:00pm.
2. Notwithstanding the provisions of the following paragraph, in order to access the workspace outside of opening hours, when signing the physical incubation, *co-work* or association contract, upon payment of the respective deposit, a set of keys and an alarm code for the premises will be made available.
3. Access to the hubs outside of opening hours is restricted to entrepreneurs who are physically incubated there, apart from in exceptional situations, namely when holding events or campaigns.
4. Entrepreneurs are responsible for the safekeeping and proper use of the keys and the alarm code, which they cannot assign to third parties, and are obliged to return upon termination of the physical incubation, *co-work* or association contract.
5. In addition to the keys, the entrepreneurs may request, upon payment of the respective deposit, remote control access to the car park referred to in paragraph 4 of article 7 (Ericeira branch).
6. The Managing or Operating Body reserves the right to prevent access to or permanence at the branches to those who disrupt their normal functioning, namely by refusing to comply with these rules or, in particular, by offending or causing disturbances.

### **Article 9**

#### (Length of stay)

1. The incubation contract (physical or virtual) has a minimum duration of three months and is renewable upon compliance with the incubators' obligations provided for in article 12.
2. Regardless of the renewals provided for in the previous paragraph, the incubation contract (physical or virtual) can never exceed a maximum term of three years.

### **Article 10**

#### (Incubation application process)

1. The application process for incubation begins with the completion of the form as shown in Appendix I of these terms, available on the Business Factory website at *www.businessfactory.pt*.
2. In order to collect all the information required for the analysis of the applications and to measure the candidates' commitment to the incubation program, the form referred to in the previous paragraph will contain mandatory fields, in order to collect as much essential information about the project and its entrepreneurs as possible.
3. Applications may be submitted at any time, except when the Incubator has an occupancy rate of 80% of its total capacity, in which case, by decision of the Managing Body, a phased opening for applications may take place over periods of no less than 60 days, with priority given to project applications related to the preferred sectors of activity inherent to each branch.
4. After receiving the application form, the Incubator will hold a meeting, either in person or remotely, with the candidates within a maximum period of 30 days, mindful of applicants' availability wherever possible.
5. If the entrepreneur is not available on the proposed date for the meeting, they will be contacted to schedule another session.
6. The purpose of the meeting is to evaluate the application, to provide entrepreneurs with the opportunity to present their project, to clarify any doubts raised during the analysis of the submitted form, and to provide information that may be useful for entrepreneurs.
7. The project will be analysed according to the information collected in the form and at the meeting with the candidate, taking into account the following cumulative evaluation criteria:
  - Innovative products/services;
  - Incorporated in the key strategic sectors set out for each incubation branch;
  - Reasonable and feasible projects;
  - Implementation capacity for the promotion team;
  - Contribution to greater competitiveness and innovation within the municipality of Mafra;
  - Financially sustainable with potential for growth.
8. In the analysis of the project, the following evaluation criteria will also be considered:
  - Global nature/scalability of the product/service;
  - Creation of jobs.
9. The decision regarding the admission of the application and the integration of the project in the Incubator will be communicated to the candidates by email, within a maximum period of ten working days following the interview.

#### **Article 11**

(Rights of incubated entrepreneurs)

Entrepreneurs accepted to the programme have the right to use and enjoy the services and spaces indicated in the incubation contract.

#### **Article 12**

(Duties of the incubated)

1. Entrepreneurs of incubated projects are obliged to comply with the provisions contained in these terms, as well as those contained in the incubation contract entered into.
2. Entrepreneurs are obliged to participate in follow-up meetings with the Operating Body over a minimum period of three months, in order to analyse the status of the project, its main areas for improvement and how these can be overcome.
3. Entrepreneurs must actively participate in campaigns and events organized by the Managing or Operating Body, as well as in the Incubator's publicity events.

### **Article 13**

(Duties of the Managing Body)

The Managing Body agrees to fully comply with the obligations stipulated in the incubation contract, as well as to provide the services identified in these terms.

### **Article 14**

(Duties of the Operating Body)

The Operating Body agrees to fully comply with the operating and management rules as defined by the Managing Body.

### **Article 15**

(Other Services provided by Business Factory)

1. The Business Factory, as well as its primary role as a business incubator, agrees to provide, under the terms provided for in the previous articles, a set of services according to the identified needs of the market and responding to the needs of entrepreneurs and companies considering the different stages and level of maturity of these businesses.

2. The services provided by Business Factory are:

a) The *co-working* service, which consists of the provision of a work space with up to a 3 work stations per contract, which included a set of services, such as a mail box, use of the printer/photocopier via prepayment, use of meeting rooms with a monthly limit of 20 hours (subject to prior appointment and availability), access to the car park, with no reserved spaces, with capacity for up to a maximum of one parking space per contract. *Co-working* projects should preferably operate within the key sectors of the Business Factory incubator as indicated in paragraph 3 of article 6 of these terms. The *co-working* service is based on a contract with a minimum duration of 6 months, which can be renewed and is aimed at freelancers, small businesses and companies already established in the market.

b) The *hot-desk* service, which consists of the provision of a workstation under a *co-working* agreement for a limited period of no more than 15 days, apart from in exceptional and duly justified situations.

c) Company association service, for companies previously established in the market wishing to benefit from the Incubator's registered office address, mail box, use of the printer/photocopier via prepayment and use of meeting rooms with a monthly limit of 10 hours (subject to prior appointment and availability). Local non-profit associations legally established and based in the municipality of Mafra which contribute to the region's economic

and social development can also take advantage of the affiliation service and occupy a work space, provided that the sum of the spaces in the Incubator occupied for this purpose does not exceed 10% of its maximum capacity.

3. Individuals or companies wishing to access the services listed in the previous paragraph must complete the form set out in Appendix I of these terms.

4. The Managing Body may also authorize the use of meeting rooms and multipurpose rooms to third parties, by prior appointment and payment of the amounts due in accordance with pricing table in Appendix II of these terms.

## **Article 16**

### (Contracting process)

1. After the application is approved, an incubation, *co-work* or association contract will be signed between the Mafra City Council and the representatives of the selected projects, allowing for the use and enjoyment of the incubator's facilities, as well as access to the services provided therein, according to the type of service indicated, under the terms and conditions established in these terms.

2. For the conclusion of the incubation, *co-work* or association contract, as soon as the candidate is made aware of their acceptance to the Business Factory, they must, within a maximum period of five working days, provide the following documents, under penalty of rendering the contract null and void:

a) Identity card or citizen card, or in the case of foreign citizens, the respective identification document, proof of residence, and taxpayer card;

b) Proof of financial solvency and regulation with Social Security and the Tax and Customs Authority, or authorization to access the respective online records on the websites of these entities, or in the case of foreign citizens, where these elements cannot be presented, Appendix III should be completed and submitted;

c) Copy of the corporate identity card and presentation of the citizen cards of all its constituent members;

d) Copy of certificate or articles of incorporation;

e) Certificate of registration from the Commercial Registry Office or indication of the online access code to the certificate of incorporation.

3. To accompany the documents requested in subparagraphs a) and c) of the previous paragraph, the candidate must give the necessary consent for their reproduction for the purposes of drafting the contract.

4. The documents requested in paragraphs c) to e) of paragraph 2 of this article only apply when dealing with companies that have already been established.

5. In the case of the hot-desk service, only paragraph a) of paragraph 2 of this article is applicable.

6. Upon signing the physical incubation, *co-work* or association contract, the entrepreneurs will pay, in addition to the monthly fee, the same amount as security deposit.

7. The amount delivered as a security deposit will be returned at the end of the contract, if the obligations provided for in these rules are met.

8. In the case of the hot-desk service, the use and enjoyment of the Incubator's facilities depends only on the prior authorisation of the Managing Body, without prejudice to the conclusion of the corresponding contract, where justified.

### **Article 17**

(Conditions of use of the facilities)

1. Without prejudice to the provisions of these terms, the use and enjoyment of the facilities and services provided by the Incubator depend on prior conclusion of the incubation, *co-work* or association contract and are not transferable.
2. Incubated entrepreneurs are responsible for the space allocated to them and for its proper conservation.
3. Incubated entrepreneurs and their employees will ensure the efficient and adequate use of communal equipment, as well as the responsible use of other resources made available to them, such as electricity, internet network and telephone access.

### **Article 18**

(Charges and payment methods)

1. The amounts due for using the Incubator are set out in Appendix II, according to the different services available, which are subject to annual updating wherever justified, upon approval by the Managing Body.
2. The payment of the amounts due under incubation, *co-work*, or association contracts, must be made monthly by the eighth day of each month, by the incubated entrepreneurs directly to the Treasury of the City Council, via ATM, or SEPA direct debit.
4. In the case of the hot-desk service, payment is made prior to the use of the facilities, directly to the City Hall's treasury or via ATM.

### **Article 19**

(Situations of non-compliance)

Incubated entrepreneurs incur non-compliance in the following situations:

- a) Breach of the provisions of these terms of operation and access, and/or of the clauses contained in the incubation, *co-work*, or association contract;
- b) Failure to pay to the Municipality any monthly fee owed under the terms provided for in the previous article, the incubation contract (physical or virtual) and the *co-work* or association service provision contract;
- c) The consistent absence from the incubator of entrepreneurs incubated physically or under a *co-work* or association agreement, without presenting appropriate justification.

### **Article 20**

(Consequences of non-compliance)

1. The occurrence of non-compliance by the incubated entrepreneurs, under the terms of the previous article, constitutes reason for immediate termination of the incubation contract and the service provision contract.

2. The reasons for the immediate termination of the incubation contract and the service provision contract are as follows:

a) The improper and non-profitable use by the installed entrepreneurs, of the resources and equipment made available by the Managing Body;

b) The insolvency of the incubated company or entrepreneurs;

c) The consistent absence from the Incubator of the entrepreneurs of the projects physically incubated or under a *co-work* or association agreement, without presenting appropriate justification, after notification to that effect;

d) The consistent refusal of the entrepreneurs under incubation contract to actively participate in events organized by the Managing Body, Operating Body, or by third parties, and the demonstration of a lack of interest in the development of the project itself or in the mentoring provided by the Operating Body, with whom they are required to meet and collaborate;

e) The use of the space and facilities provided for purposes other than those set out in the incubation, *co-work*, or association contract;

f) The granting, in whole or in part, free of charge or for profit, by the incubated entrepreneurs, of the spaces included in the incubation or *co-work* contract;

g) Modification of the allocated spaces without prior authorization from the Managing Body.

#### **Article 21**

(Confidentiality)

The Managing Body and the Operating Body agree to maintain confidentiality regarding the content of all information to which they have access as a result of the incubation process, including any intellectual and industrial property, even after its termination, except when strictly necessary for the execution of the incubator's objective or the marketing and promotion of the project and the Incubator.

#### **Article 22**

(Intellectual property)

1. The industrial property and the intellectual rights of the incubated ideas or projects belong to the entrepreneurs.

2. Entrepreneurs grant the Managing Body and the Operating Body permission to use non-confidential information in their promotional and marketing campaigns;

3. The Managing Body and the Operating Body are not responsible for any possible violation of rights, namely intellectual property rights, misuse or plagiarism, between applicant business developers, entrepreneurs and/or by other third parties.

#### **Article 24**

(Exceptions)

The cases not covered herein and any doubts arising from the interpretation of these terms or the execution of incubation, *co-work*, or association contracts, will be resolved by order of the Mayor or Councilman with delegated competence.

#### **Article 25**

(Commencement and effective date)

1. These regulations revoke any previous terms and come into force on the day after approval, applying to all contracts that may be signed after that date.
2. With regard to incubation contracts already signed and in force, the previously existing rules apply, until the date when, as stipulated in their terms, their renewal should take place.
3. The date referred to in the previous paragraph cannot be less than 6 months after approval.

**Appendix I**

FORM

**NAME OF PROJECT/COMPANY:**

**NAME OF DEVELOPER/ENTREPRENEUR:**

**BRANCH:**  ERICEIRA

MAFRA

**TYPE OF AFFILIATION WITH BUSINESS FACTORY**

Incubation

*Co-work*

Association

**If incubation, please indicate type:**

**Physical**

**Virtual**

**INFORMATION ABOUT THE PROJECT**

DESCRIPTION OF PROJECT:

SECTOR:

CURRENT STATUS OF THE PROJECT:

WHAT NEEDS OR PROBLEMS DOES YOUR PROJECT SOLVE?

WHAT MAKES YOUR PROJECT INNOVATIVE?

REASONS FOR APPLYING TO *BUSINESS FACTORY*:

**BUSSINESS FACTORY**

**ASSESSMENT AND VALUATION CRITERIA**

CRITERIA	CLASSIFICATION				
	1	2	3	4	5
1. INNOVATIVE PRODUCTS/SERVICES					
2. INCORPORATED IN THE KEY SECTORS SET FOR EACH INCUBATION BRANCH					
3. REASONABLE AND FEASIBLE					
4. IMPLEMENTATION CAPACITY FOR THE PROMOTION TEAM					
5. FINANCIALLY SUSTAINABLE WITH POTENTIAL FOR GROWTH					
6. CONTRIBUTE TO GREATER COMPETITIVENESS AND INNOVATION WITHIN THE MUNICIPALITY OF MAFRA					
7. GLOBAL NATURE/SCALABILITY OF THE PRODUCT/SERVICE					
8. CREATION OF JOBS					

**INTERVIEW**

DATE: \_\_\_/\_\_\_/\_\_\_\_\_

PARTICIPANTS: \_\_\_\_\_

MAIN CONCLUSIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECISION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURES:

\_\_\_\_\_

**MUNICIPAL COUNCIL OF MAFRA**

**Appendix II**

**Pricing table \***

<b>Type</b>	<b>1<sup>st</sup> year</b>	<b>2<sup>nd</sup> year</b>	<b>3<sup>rd</sup> year</b>	<b>Payment Basis</b>
<b>Incubation service</b>				
Physical Incubation (1 workstation)	€50	€60	€70	monthly
Physical Incubation in <i>studio</i> room (4 stations)	€200	€240	€280	monthly
Physical Incubation in <i>studio</i> room (6 stations)	€300	€360	€420	monthly
Physical Incubation in closed <i>studio</i> room (5 stations)	€325	€375	€425	monthly
Physical Incubation in closed <i>studio</i> room (6 stations)	€390	€440	€490	monthly
Virtual Incubation	€30	€35	€40	monthly
<i>Co-work</i> Service	€75	€80	€85	monthly
Association Service	€45			monthly
<i>Hot-desk</i> Service	€25			weekly
<b>Other services</b>				
Meeting Room	<b>€10</b>			hourly or fractionally
Multipurpose Room	<b>€15</b>			hourly
Rental of audio-visual media resources**	<b>€5</b>			hourly
Extra printing/photocopying	<b>€5 each</b>			one-time
Security deposit for set of keys to the building	<b>€25</b>			one-time
Security deposit for gate control	<b>€25</b>			one-time
Changes to the incubation contract	<b>€50 each</b>			one-time

\* Includes current rate of VAT

\*\* Includes PC, projector, monitor and speakers.

**Notes:**

1. When using the multipurpose room, upon prior request, those incubated will receive a 40% discount on the hourly cost, and if used for the purpose of holding free events, they will be exempt from payment.
2. The use of the multipurpose room outside of the hours referred to in paragraph 1 of article 8 will result in a price increase of 50%.
3. The minimum usage period for the multipurpose room is 2 hours.
4. A 50% non-cumulative discount is applied to the above mentioned values for holders of incubation contracts residing within the Municipality of Mafra, aged between 18 and 29 years old, or when, on the date of the contract signature, two thirds of the contracted jobs are occupied by residents of the municipality of Mafra with an average age of less than 29 years, during the first year of the contract.

5. Legally constituted non-profit associations may be exempt from paying the amounts set out in the above table, subject to decision by the Managing Body.

6. Those incubated that take on student interns or interns via the IEPF programme, whose internship plan is approved by the Managing Body, and are resident within the Municipality of Mafra, are exempt from paying for work stations, up to the limit equivalent to the number of work stations contracted and subject to room availability.

7. The photocopying/printing unit costs are €0.025 in black and white, and € 0.12 in colour (VAT included). Those incubated are exclusively granted a non-cumulative monthly limit of 50 black and white photocopies and 30 colour photocopies. Those under Incubation, *co-work*, or association contracts may request cumulative packages of € 5 in photocopies/prints, to be requested and simultaneously paid for up to 5 working days prior to the beginning of the month in question.

8. Deposits for keys and gate control will be reimbursed upon return of these items.

9. The amounts described above are subject to annual update, wherever justified, and upon approval by the Managing Body.

10. Services available for each type of contract:

	Types of Incubation		Other modalities		
	Physical	Virtual	Co-work	Association	Hot-Desk
<b>Services</b>					
Mentoring					
Office-hours					
BF Community Events					
External Community Events					
Featured on Incubator's Webpage					
Registered Office Address					
Photocopies					
Internet					
Telephone					
Audio-visual Media Resources					
Mail					
<b>Space</b>					
Common Space Use (Lounge; Kitchen; WC)					
Desks					
Studios					
24/7 access					
Parking					
Meeting Room			20 hours/month	20 hours/month	
Training Room					

### Appendix III

#### DECLARATION MODEL

(referred to in Article 16(1) paragraph b)

1 - I, \_\_\_\_\_, holder of identification document number No. \_\_\_\_\_, resident of \_\_\_\_\_, acting as **(delete as appropriate)**

(1) legal representative of \_\_\_\_\_ [firm], legal person No. \_\_\_\_\_ based at \_\_\_\_\_,

(2) project developer \_\_\_\_\_,

(1) solemnly declare, for the purpose of signing the \_\_\_\_\_ contract **(choose between incubation, co-work, association)**, that the company I represent does not find itself in a state of insolvency and that the respective fiscal situation had been regularised at the Security Social Administration and the Tax and Customs Authority.

(2) solemnly declare, for the purpose of signing the \_\_\_\_\_ contract **(choose between incubation, co-work, association)**, that I am not in a state of insolvency and that my fiscal situation has been regularised at the Social Security Administration and the Tax and Customs Authority.

2 - The undersigned is fully aware that the provision of false declarations constitutes reason for immediate termination of the contract and further legal consequences, not limited to report to the competent authorities for the purposes of criminal proceedings.

Mafra, \_\_\_\_\_ (date)

Signature

(1) Applicable to applicants in the form of a company/legal person.

(2) Applicable to individual applicants

## **DATA PROCESSING DECLARATION**

The Municipality of Mafra (hereinafter CMM), as the responsible entity for the processing of data, will process all personal data collected in accordance with article 102 of the Code of Administrative Procedure and/or under special legislation, i.e., specific legislations applicable to the respective request, for the purposes of administrative management of the respective municipal services, according to the CMM structure. Lawfulness data processing refers to, under the terms of article 6(f), of the new General Data Protection Regulation<sup>(1)</sup>, the pursuit of legitimate interest in the execution of CMM's duties and responsibilities, namely the management of the Business Incubator of the Municipality of Mafra. All data included in the form is mandatory, where applicable. We process the following categories of personal data: identification data of the data subject, including names, and civil and tax identification numbers; contact information for the data subject, including address, telephone and/or mobile phone numbers, and e-mail address; and other data, identified in the respective form.

It may be necessary to reproduce the documents delivered by the candidate to the Business Incubator for the purposes of process handling of the incubation contracts, which are not shared with third parties.

In some circumstances, we share and/or are obliged to share your personal data with third parties, outside the CMM, in order to comply with legal obligations, or, more broadly, by virtue of a legal provision, and/or for the purposes of public interest or administrative authority in which the CMM is invested, and/or at the request of the data subject, as applicable, always in accordance with the applicable data protection laws. These parties are responsible for the processing of your personal data in their own right, and will be responsible for complying with applicable data protection laws.

Personal data will be kept in accordance with the legal terms and procedures to which CMM is obliged to comply under the terms of the applicable legislation, notwithstanding data conservation for the purposes of public, or historical, interest, where applicable, under the terms of special legislation.

We procedurally guarantee to protect the confidentiality, integrity and availability of your personal data. In particular, we take appropriate security measures against illegal or unauthorized personal data processing, and against accidental loss or damage to personal data. Those responsible for the processing of personal data, as well as persons who, in the exercise of their duties, are aware of the personal data processed, are bound by professional secrecy, even after the end of their duties.

The data subject, subject to the limitations inherent to the applicable lawful processing of personal data, has the right to request access, correction, deletion or portability of personal data, without compromising the lawfulness of processing previously carried out based on the consent previously given. You also have the right to object to the processing of your personal data in certain instances. The data subject has the right to lodge a complaint with the supervisory authority, the National Data Protection Commission. For more information on the processing of your data or the exercise of your rights, you can contact CMM., via email at [geral@cm-mafra.pt](mailto:geral@cm-mafra.pt), addressed to the Data Protection Officer.

I have read and agree to the above declaration. The data subject: \_\_\_\_\_

<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.