

# Website privacy notice

This privacy notice is intended to help you understand how Moloni processes your personal data when visiting the website [www.molonion.pt](http://www.molonion.pt).

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**Classification:** Available to users and supervisory authorities

## Roles and responsibilities

Moloni Unipessoal, Lda. is an integral part of the Visma group, a Norwegian group of software production companies. Moloni delivers its products to customers through websites accessible at [www.molonion.pt](http://www.molonion.pt) and [www.moloni.pt](http://www.moloni.pt), for which it is the controller of personal data collected during your visit and use.

## Contact us

If you have any comments or questions regarding this Privacy Notice, or any privacy concerns, including possible data breaches or any inappropriate processing, please contact us via our support channels for further referral or, should you wish to contact Moloni's Data Protection Officer, please send an email to [dpo@moloni.com](mailto:dpo@moloni.com).

**You may also contact our operational address at:**

Av. José Malhoa, n.º 2 - Tardoz  
Ed. Malhoa Plaza, Office 1.5  
1070-325 Lisbon, Portugal

## Processing activities

### Use of cookies

Access our Cookie Policy to consult the full list of cookies we use on the website [www.molonion.pt](http://www.molonion.pt), including the storage period for each cookie, the recipient of the cookie data, and the respective purpose of data processing.

In accordance with the ePrivacy Directive and the national legislation implementing it, cookies will not be applied unless you consent by interacting with the cookie banner that will appear on your first visit to our website, with the exception of cookies strictly necessary for its correct functioning. Said consent is opt-in in accordance with the CJEU "Planet-49" ruling.

The subsequent processing of data collected by cookies, which includes personal data such as cookie ID, IP address, and website activity such as clicks and similar, is based on legitimate interests, cf. GDPR Article 6(1)(f). The underlying legitimate interest is to analyse and improve the functionality and content of our website to be more consistent with the institutional and commercial expectations of Moloni's customers and potential customers.

To change cookie settings and exercise your right to object, cf. GDPR Article 21, access the icons strategically placed on the website.

### Managing information contacts

To facilitate communication and support for visitors to our website, we address questions and concerns received by email. This processing involves the personal data you provide in your request, which at a minimum includes your contact details.

The lawfulness of this processing of personal data is based on legitimate interests, cf. GDPR Article 6(1)(f). The underlying legitimate interest is to respond to questions and concerns raised by visitors to our website.

Requests and related correspondence are stored only for the time necessary to fulfil the processing purpose.

### Newsletter subscriptions

You can subscribe to the Moloni ON newsletter [here](#). If you subscribe, we will process only your name and email address for this purpose.

Our legal basis for this processing of personal data is also based on legitimate interests, in this case, providing news about Moloni and its products to interested individuals, cf. GDPR Article 6(1)(f).

Personal data will be deleted when you unsubscribe from the newsletter. You can unsubscribe by clicking "Unsubscribe" at the bottom of the emails. If you unsubscribe from a product newsletter but your account remains active, the email address will continue to be processed, but this time negatively, to ensure that you do not receive additional communications.

## Recruitment

We disclose job vacancies for the Visma Group on our website. As such, you may find dedicated privacy notices within these processes. Moloni is responsible for the personal data of the applications it receives, and other Visma companies will be responsible for the applications they process.

## Website service improvement

We continually strive to improve and develop the quality, functionality, and user experience of our websites. The personal data we process includes user and web traffic information, such as session ID, IP address, and access terminal information.

The lawfulness for the processing of your personal data is based on legitimate interests, cf. GDPR Article 6(1)(f). The legitimate interest is to ensure that we meet our visitors' expectations.

We will store your personal data only for the time necessary to fulfil the purpose of the processing, and your personal data will be deleted in accordance with our Data Retention Policy, which can be consulted [here](#).

## Website security

We also process personal data to detect, mitigate, and prevent security threats and abuses, as well as to perform necessary maintenance and debugging. The personal data involved includes user and web traffic data, such as session ID, IP address, and device information.

The lawfulness for this processing of personal data is further based on legitimate interests, cf. GDPR Article 6(1)(f). The legitimate interest is to maintain a secure website.

We will store your personal data only for the time necessary to fulfil the purpose of processing, and your personal data will be deleted after one year.

## How your personal data may be shared

### Within the Visma group

The Visma Group is composed of several subsidiaries. In order to ensure a coherent overview and consistent learning within an integrated knowledge framework, we may share your personal data among Visma Group companies. The intention is to optimise operations and provide you with a more integrated and seamless experience.

## Outside the Visma Group

**We may also share your personal data with external third parties, with sharing limited to the following contexts:**

### Subcontractors

We use processors to handle personal data. These processors are typically cloud-based service providers. When we use processors, we enter into a data processing agreement in order to safeguard your privacy rights. If processors are located outside the EU/EEA, we ensure the legal basis for such international transfers, for example, through the implementation of EU Standard Contractual Clauses. If you require more detailed information about our processors, please check them in this dedicated tool or contact us via [dpo@moloni.com](mailto:dpo@moloni.com).

### Public authorities

The police and other authorities may request access to information from us. This may include personal and non-personal data.

In all such cases, we follow strict internal policies and procedures to evaluate the access request and seek legal advice whenever necessary. We only share information strictly required by law, and we only share information based on court orders or other binding documents.

To prevent unauthorised access to any information we hold, we also implement technical measures such as encryption and access controls. Visma's Security Programme ensures high standards of security and confidentiality.

If we receive access requests from authorities outside the EEA, we ensure our compliance with Article 32 of the Data Act. Internal policies and routines are in compliance with this regulation.

## Your rights

**You may invoke the following rights in relation to our processing of your personal data:**

- **Access** - You have the right to request a copy of the personal data we process about you.
- **Rectification** - You also have the right to request the rectification of inaccurate personal data concerning you.
- **Erasure** - You may request the erasure of personal data concerning you.
- **Restriction** - You can ask us to restrict the processing of your personal data.
- **Portability** - You can ask us to provide you or others with your personal data in a structured, commonly used, and machine-readable format.
- **Objection** - You have the right to object to the processing of your personal data based on legitimate interests or for direct marketing purposes. You also have the right to object to the processing of your personal data based on lawfulness of public interest or the exercise of official authority or based on legitimate interests.

Please note that there may be exceptions or limitations to the aforementioned rights that may apply depending on the specific circumstances of your situation. In such cases, we will provide detailed information about the applicable exception or limitation and assist you in exercising your rights to the greatest extent possible, in accordance with applicable laws and regulations.

Should you wish to exercise any of your data protection rights, please submit a support request on our [Moloni ON website](#) or send an email to [dpo@moloni.com](mailto:dpo@moloni.com).

Finally, you also have the right to lodge a complaint with the data protection authorities regarding our processing of your personal data. In Portugal, the supervisory authority is the Comissão Nacional de Proteção de Dados (CNPd), which can be contacted via [geral@cnpd.pt](mailto:geral@cnpd.pt).