

## **POLICY FOR THE PROCESSING OF PERSONAL DATA**

### **ARAUJO IBARRA CONSULTORES INTERNACIONALES SAS**

This document contains the Policy for the Processing of Personal Data of employees, customers, suppliers, contractors and / or collaborators, and in general, from whom want to be in a database (hereinafter the "Holders") of the societies:

- ARAUJO IBARRA CONSULTORES INTERNACIONALES SAS  
NIT: 901.139.615 - 6  
Address: Calle 98 No. 22-64 Office 910  
Bogota City  
Telephone: 571 - 6511511  
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In this Policy ARAUJO IBARRA CONSULTORES INTERNACIONALES SAS (hereinafter ARAUJO IBARRA) includes all the necessary guidelines and measures to physical, technical, and legal level to ensure that personal data provided by the Holders receive an adequate Treatment and in strict compliance with the data protection regulations in Colombia.

The acceptance of proposals, the conclusion of contracts, the completion of formats, Access to the Services of the Website [www.araujoibarra.com](http://www.araujoibarra.com) (hereinafter the Page Web), the entrance to the facilities of the companies and / or the express acceptance or unambiguous of this policy, implies the acceptance of the Policyholders of Treatment and Protection of Personal Data and its authorization for uses and others treatments described here.

#### **1. DEFINITIONS**

For the purposes of this Policy, it is understood as:

**Personal data:** Any information linked or that may be associated with one or more determined or determinable natural persons.

**Public data:** Personal data that is not semi-private, private or sensitive. Among others, they are data relating to the marital status of people, their profession or trade and their quality of merchant or public servant. By their nature, public data can be contents, among others, in public records and documents.

**Private Data:** It is the data that by its intimate or reserved nature is only relevant for the owner.

**Sensitive personal data:** Sensitive data is understood as those that affect the privacy of the owner or whose misuse has the potential to generate his discrimination.

**Semi-private personal data:** those data that do not have an intimate nature, reserved, or public and whose knowledge or disclosure may interest not only the Holder, but to a group of people or society in general. In this case, for your Treatment requires the express authorization of the Holder of the information. For example: financial data, data relating to relations with the entities of social security (EPS, AFP, ARL, Compensation Funds).

**Database:** Organized set of personal data that is the object of Treatment. For the purposes of this document it is understood as Database, the one that It contains information on the Personal Data of the Owners.

**Owner:** Natural person whose personal data is subject to treatment. For the the effects of this document are understood as “Holders” to employees, customers, suppliers, contractors and / or collaborators of ARAUJO IBARRA, as well as any person whose data rests in a database responsibility of ARAUJO IBARRA.

**Employees:** They are the natural persons that are linked through an employment contract with ARAUJO IBARRA, or with a third-party contractor that provides services to ARAUJO IBARRA.

**Customers:** Natural person who is linked by signing contracts for acquire products and / or services of ARAUJO IBARRA.

**Suppliers:** Natural person who provides or supplies products and / or services to ARAUJO IBARRA.

**Contractors and / or collaborators:** Natural person who has a business relationship and / or ARAUJO IBARRA collaboration with.

**Website of ARAUJO IBARRA:** Refers to the araujoibarra.com website.

**Responsible for the Treatment:** Natural or legal person of a public nature or private, that, acting by itself or with others, decides on the Database and / or the Data processing For the purposes of this Policy it is understood as Responsible for the treatment of ARAUJO IBARRA.

**Responsible for Treatment:** Natural or legal person, public or private, that by itself same or in association with others, perform the processing of personal data on behalf of the Responsible for Treatment, that is ARAUJO IBARRA.

**Treatment:** Any operation or set of operations on Personal Data, such as collection, storage, use, circulation or suppression.

**Transfer:** The transfer of data takes place when the Head of the Processing of Personal Data, located in Colombia, sends the Personal Data to a recipient, who in turn is Responsible for Treatment and is inside or outside the country.

**Transmission:** Treatment of Personal Data that involves the communication of same within or outside the territory of Colombia, when it is aimed at the realization of a Treatment by the Manager and on behalf of the Responsible.

## 2. AUTHORIZATION

The authorization of the Personal Data Holders or of who is legitimized in accordance with the provisions of current regulations, it is an essential requirement that ARAUJO IBARRA collects, stores, consults, uses, processes and, in general, Treatment of your personal information. This authorization will be granted by the Holder in written, oral or through unequivocal behavior of the Holder that allow to conclude reasonably granted authorization. ARAUJO IBARRA will take the measures relevant to preserve copy or evidence, or to document the existence, of the authorization for future consultations.

The authorization of the Holder will not be necessary in the case of:

- Delivery of information required by a public or administrative entity in exercise of their legal functions or by court order.
- Treatment of Public Data.
- Treatment in other events provided for in current regulations.

### **3. PERSONAL DATA**

#### **3.1. TYPES OF PERSONAL DATA COLLECTED BY ARAUJO IBARRA**

ARAUJO IBARRA will process the Personal Data that is necessary for develop the business activities inherent to its corporate purpose, as well as maintain and strengthen commercial, contractual, consumer and labor relations with Holders of them.

ARAUJO IBARRA will collect the following personal data, among others that may be necessary for these purposes:

##### **3.1.1. EMPLOYEES:**

Name, surname, type of identification, identification number, date and place of expedition, marital status, sex, signature, nationality, family data and / or beneficiaries, others identification documents, place and date of birth or death, age, images in surveillance cameras, location data related to commercial activity or professional, personal location data related to private activity, data related to health status, financial data, credit and / or rights of economic character, socioeconomic data, heritage data, data related to economic activity, data related to work history, data related to educational level, training and / or academic history, general data related to affiliation and contributions to the Integral Social Security System, personal data of access to ARAUJO IBARRA information system, judicial background data and / or disciplinary and any other data necessary to achieve the purposes described.

##### **3.1.2. CUSTOMERS:**

Name, surname, type of identification, identification number, date and place of expedition, sex, signature, nationality, place and date of birth or death, age, data location related to commercial or professional activity, location data personnel related to private activity, socioeconomic data, data of tax information, property data, data related to economic activity, and any other data that may be necessary to achieve the purposes described.

##### **3.1.3. SUPPLIERS, CONTRACTORS AND / OR COLLABORATORS:**

Name, surname, type of identification, identification number, date and place of expedition, sex, signature, nationality, place and date of birth or death, age, data of location related to commercial or professional activity, location data personnel related to private activity, financial data, credit and / or rights of economic character, socioeconomic data, tax information data, data assets, data related to economic activity, data related to work history, and any other data that may be necessary to achieve the purposes described.

#### **3.2. COLLECTION FORM**

The data may be explicitly provided to ARAUJO IBARRA through entry or linking formats, collected personally through their employees, service providers or representatives, obtained by consulting third parties that administer Databases, or implicitly collected from operations of analysis of target groups, acquisition of products or services that are offered by ARAUJO IBARRA, or the behaviors of the Holders as claims, information requests, surveys, proposals, offers, visit of the facilities of ARAUJO IBARRA, of participation in projects, programs and events, among others.

#### **3.3. SENSITIVE DATA**

ARAUJO IBARRA will only collect and / or process data considered as Sensitive Data in

the cases allowed by law. For these cases, the Holders are not obliged to provide data or authorize its treatment. Once supplied said data and given the corresponding consent, the data will be collected and treated only for the purposes described in this Privacy Policy.

### **3.4. COOKIES**

ARAUJO IBARRA uses cookies and other tools that automatically collect information of people when they use the ARAUJO IBARRA Website, understanding that entering and browsing the Website is an unequivocal behavior of authorization. The type of information that can be collected in this way includes:

Information about the Uniform Resource Locator (URL), information about the browser using the Holder, details of the pages visited by the Holder, address IP, clicks, hyperlinks, username, profile picture, inquiries, among others.

### **3.5. OTHER COLLECTION SOURCES**

ARAUJO IBARRA may receive personal information from the Holder through other sources such as Public Databases and third-party information to which the Holder has granted authorization to share their information.

### **3.6. SCOPE**

This Policy applies to the databases for which ARAUJO is responsible IBARRA Therefore, this Policy does not cover the treatment made by third parties of:

- i) Information collected on pages, platforms and / or applications that do not control ARAUJO IBARRA.
- ii) Information collected by third-party sites whose access has been via some link on the ARAUJO IBARRA Website.

## **4. PURPOSES AND TREATMENT**

### **4.1. GENERAL PURPOSES**

The purposes for which ARAUJO IBARRA will process the Personal Data and, that will apply in a general way to all the Holders, they are:

- a) Fulfill the corporate purpose of ARAUJO IBARRA.
- b) Manage, manage and use all the information necessary for compliance of the legal and contractual obligations of ARAUJO IBARRA as well as the tax, commercial, corporate and accounting obligations.
- c) Execute contracts signed with ARAUJO IBARRA.
- d) Support external and internal audit processes.
- e) Send information to governmental or judicial entities by express request of the same.
- f) Collect data for the fulfillment of the duties that as responsible for the information and personal data corresponds to ARAUJO IBARRA.
- g) Socialize policies, projects, programs and organizational changes.
- h) Seek the satisfaction of the Holders regarding the products and services offered by ARAUJO IBARRA.
- i) Provide better benefits, products and services to the Holders.
- j) Customize the experience of the Owners on the ARAUJO IBARRA Website.

- k) Perform processes within ARAUJO IBARRA, for development purposes or operational and / or systems administration.
- l) Maintain communication with the Holder.
- m) Respond to questions, complaints, claims or comments of the owners.
- n) Send commercial and / or corporate information, as well as invitations to events and / or activities that ARAUJO IBARRA organizes.
- o) The other purposes determined by the Responsible parties in processes of Obtaining Personal Data for Treatment, in order to give compliance with legal and regulatory obligations, as well as the policies of ARAUJO IBARRA.

Additionally, the specific purposes applicable to the different Holders of the ARAUJO IBARRA databases are:

#### **4.1.1. EMPLOYEES**

- (i) Keep and manage the information of the employment relationship with the Holder.
- (ii) Verify conflicts of interest in new employees of ARAUJO IBARRA and its subsidiaries, matrices, subordinates, etc. As well as disabilities and incompatibilities thereof.
- (iii) Keep a record of the disciplinary sanctions imposed on employees of ARAUJO IBARRA.
- (iv) Conduct Safety Studies.
- (v) Promote employee welfare activities.

#### **4.1.2. CUSTOMERS**

- (i) Send and receive messages for commercial, advertising, and / or service purposes to the client.
- (ii) Maintain contact with customers and potential customers for sending information related to the contractual and commercial relationship.
- (iii) Provide effective customer service.
- (iv) Inform about change of products and / or services.
- (v) Perform billing activities, fraud prevention inquiries and money laundering, verification of personal, commercial and labor, consultation with the risk information centers or consultation of the web pages and lists issued by the different private entities and / or governmental, national or foreign, criminal records and disciplinary actions in which ARAUJO IBARRA deems necessary. Perform collection management (written, telephone or personal), collection, control, behavior, habit of payment, as well as any other related to our products, services and report to the information centers of risk.

#### **4.1.3. SUPPLIERS, CONTRACTORS AND / OR COLLABORATORS**

- (i) Make the respective payments to suppliers and maintain business relationships.
- (ii) Conduct financial studies and verification in credit risk databases, financial, terrorism financing and money laundering.

### **4.2. TREATMENT OF PERSONAL DATA**

ARAUJO IBARRA will process the Personal Data of the Holders to comply the purposes described in this Policy as applicable, to each of the Holders. Within these treatments, and in an enunciative but non-restrictive manner, ARAUJO IBARRA may perform the following:

- a) Communication with the Holders for contractual, informative or commercial.
- b) Establish communication between ARAUJO IBARRA and the Holders for any purpose related to the purposes established in this policy, either through calls, text messages, emails and / or physical.

- c) Offer or inform the Holder about products and / or services of ARAUJO IBARRA that may be of interest, as well as provide general information through of emails as part of a novelty, communication, newsletter, news or *Newsletter*.
- d) If applicable, use the information to process claims, complaints, suggestions regarding the services offered by ARAUJO IBARRA.
- e) Make or implement the acquisition or offer of products or services by from ARAUJO IBARRA.
- f) Gather information about the device being used to view or use the Website, such as IP address or browser type of Internet or operating system used and link it with personal information to ensure that the Website provides the best online experience.
- g) Evaluate the use of the Website (anonymously and comprehensively), as well as perform statistics of the activities of the Owners, such as, for example, hours of visits, frequency with which you visit and website that transferred to the Website, in a way that personalizes the experience of the Owners on the Website.
- h) Invite and contact the Holders to participate in conferences, workshops, and any other event developed by ARAUJO IBARRA.
- i) Audit, study and analyze the information in the Databases to design commercial strategies and increase and / or improve the products and services that offers ARAUJO IBARRA.
- j) Provide the information and Personal Data of the owners to the company's subsidiaries, affiliates or affiliates of ARAUJO IBARRA, business allies or other companies or persons that ARAUJO IBARRA commission to carry out the information processing and fulfill the purposes described in the this Policy.
- k) When the information must be disclosed to comply with laws, regulations or legal processes, to ensure compliance with the terms and conditions, to stop or prevent fraud, attacks on the security of ARAUJO IBARRA or others, prevent technical problems or protect the rights of others as require the terms and conditions or the law.
- l) Combine Personal Data with information obtained from others allies or companies or send it to them to implement strategies joint commercials.
- m) For the cases in which it applies, consult, store and use the information financial obtained from third database administrators, prior express authorization of the Holder for said consultation.
- n) The others described in this policy or allowed in the Law, as well as those necessary to fulfill the purposes described in this document.

### **4.3. SUPPLY OF PERSONAL DATA TO THIRD PARTIES**

As a rule, ARAUJO IBARRA does not share personal information. However, in cases where it is necessary to share this data with third parties responsible for the compliance with the purposes for which the information was collected, the Holder authorizes ARAUJO IBARRA to provide your information with these third parties and, among others, with:

- a) Advertising agencies that support ARAUJO IBARRA to comply with and analyze the effectiveness of its products and / or services.

- b) Third parties that must deliver to the Holder any ordered product or service, such as for example some postal or courier service.
- c) To the police or government authorities in cases that they have followed due process of law to request that the information of the Holder.
- d) Third parties who wish to send the Holder information about their products and services only in cases where prior consent has been given for this by the Holder.
- e) Third-party service providers, Outsourcing companies, mission personnel or temporary.
- f) Suppliers of web analytical tools, such as Google.
- g) Companies, organizations or individuals outside ARAUJO IBARRA, if considers that revealing such information is necessary for legal reasons.

Other reasons that can lead us to share information with third parties may be:

- a) Strengthen the applicable terms of use of the ARAUJO IBARRA Website.
- b) Carry out investigations of possible violations of applicable laws.
- c) Detect, prevent and protect ARAUJO IBARRA against fraud and any technical or security vulnerability.
- d) Comply with applicable laws and regulations and work together to any legal investigation and to comply with government requirements.

If the Holder's personal information is shared with any third party, ARAUJO IBARRA will do its best to ensure that they keep the information, that all steps are taken to protect it from misuse and that they use it only in a manner consistent with the Policy for the Processing of Personal Data, and laws and regulations applicable to data protection.

ARAUJO IBARRA does not sell personal information, except to entities that result from a total or partial split and / or merger of the business, consolidations, change of control, reorganization or liquidation of all or part of the business. With the authorization granted to ARAUJO IBARRA for the processing of their data the Holder expressly states that the authorization granted will continue in case that ARAUJO IBARRA merge, split or transform, so the authorization is understood to be granted to the company resulting from the spin-off, merger or transformation.

## **5. RIGHTS OF THE HOLDER**

In accordance with current legislation, holders have the right to know, update, rectify your information, and / or revoke the authorization for your treatment. The rights of the owners as established in article 8 of Law 1581 of 2012: a) Know, update and rectify your Personal Data b) Request proof of authorization granted c) Be informed, upon request, regarding the use you have given to your Data Personal; d) Submit complaints to the Superintendence of Industry and Commerce for violations of the provisions of the law e) Revoke the authorization and / or request the deletion of the data f) Access free of charge to your Personal Data that have been subject to treatment.

## **6. CONTACT DATA FOR CONSULTATIONS, RECTIFICATIONS AND CLAIMS**

ARAUJO IBARRA may be contacted in the following email:  
[aribasa@araujoibarra.com](mailto:aribasa@araujoibarra.com) and at the following telephone number (57 1) 340-6944.

## **7. PROCEDURE FOR CONSULTATIONS, RECTIFICATIONS AND CLAIMS**

Below are the actions that can be presented by the Holders or their Candidates in relation to the rectifications and claims queries that are relate to the data of the Holders registered in the ARAUJO IBARRA Databases:

### **7.1. CONSULTATIONS:**

The queries and requests of the Holders or their successors will be attended in a maximum term of ten (10) business days counted from the date of receipt of the same. When it is not possible to answer the query within that term, it will be informed to the person interested in the notification address that you have included in the respective query, expressing the reasons for the delay and indicating the date on which your consultation, which in no case may exceed five (5) business days following the expiration of the first term. The answer to the queries that the Holders or their Candidates present may be delivered by any physical or electronic means.

### **7.2. RECTIFICATIONS AND CLAIMS:**

The Holder or his successors who consider that the information contained in the Bases of Data of ARAUJO IBARRA must be subject to correction, update or deletion, or when they notice the alleged breach of any of the duties contained in by law, they may file a claim with ARAUJO IBARRA like this:

1. The claim will be made by request addressed to the area in charge, according to the established in the Sixth Section of this Privacy Policy, with the identification of the Holder, the description of the facts that give rise to the claim, the address, and accompanying the documents you want to assert. If the claim is incomplete, the interested party will be required within five (5) business days following the receipt of the claim to remedy the failures. Two (2) months after the date of requirement, without the applicant submitting the required information, it will be understood that you have given up the claim.

If whoever receives the claim is not competent to resolve it, they will transfer to whom it corresponds within a maximum term of two (2) business days and will inform of the situation to the interested party.

2. Once the complete claim is received, a legend will be included in the database. say "claim pending" and the reason for it, in a term not exceeding two (2) business days. This status must be maintained until the claim is decided.

3. The maximum term to resolve the claim shall be fifteen (15) business days from the day following the date of your receipt. When it is not possible to handle the claim within said term, the interested party will be informed of the reasons for the delay and the date on that your claim will be handled, which in no case may exceed eight (8) business days following the expiration of the first term. The response to rectifications or claims that the Holders or their successors submit may be delivered by any physical or electronic means.

### **7.2. REVOCATORY OF THE AUTHORIZATION**

The Holders of Personal Data may revoke the consent to the processing of your Personal Data at any time, as long as it is not prevented by legal or contractual provision. For this, the Holder must follow the same procedure established for Rectifications and Claims. It should be taken into account that there are two modalities in which the revocation of the Consent may be given:

(i) It may be for all purposes consented, in this sense ARAUJO IBARRA and / or the Treatment Managers must stop treating the Owner's data completely and, (ii) may occur on types of specific treatment, such as for advertising or study purposes of marketing.

Therefore, it will be necessary for the holder to submit the request for revocation, indicate in it if the revocation you intend to perform is total or partial. At second case, it must be indicated with which Treatment the Holder is not satisfied. In In case the Holder does not indicate it clearly, it will be understood that the request is total. The mechanisms or procedure that ARAUJO IBARRA establishes to meet the Revocation requests may not exceed the deadlines set to meet the claims as indicated in article 15 of law 1581 of 2013.

### **7.3. PROCEDIBILITY REQUIREMENT**

In accordance with current regulations, the Holder or Candidate may only file a complaint before the Superintendency of Industry and Commerce once the processing of consultation, claim or revocation of the authorization before the area in charge, according to what is established in the Sixth and Seventh Section of this Privacy Policy.

## **8. SECURITY MEASURES FOR DATA PROTECTION PERSONAL AND OTHER INFORMATION**

ARAUJO IBARRA will take reasonable precautions to keep the personal information and any third-party information safe. Therefore, it will be handled or process by Data Personnel commissioned by ARAUJO IBARRA. Access to Personal information is restricted to prevent unauthorized access, modifications or use, and its treatment will be allowed only by persons linked to ARAUJO IBARRA or expressly responsible for it.

## **9. VALIDITY PERIOD OF THE DATABASES**

The Databases to which ARAUJO IBARRA will have access to, as well as the personnel authorized, will be valid during the period required to fulfill its purposes. Once this deadline is met, ARAUJO IBARRA will proceed to delete the database or delete the data of the owners, according to corresponds.

## **10. TRANSFER AND INTERNATIONAL DATA TRANSMISSIONS**

### **10.1. TRANSFER**

ARAUJO IBARRA may have to transfer personal information from Holders in Colombia or in other countries. By accepting this Policy for the Processing of Personal Data the Holder authorizes and gives his consent express for such transfer.

### **10.2. TRANSMISSIONS**

With the authorization granted by any of the means provided for that purpose, the Holder authorizes ARAUJO IBARRA to make national and international transmissions of Personal Data to a Manager, to allow the Manager to perform the Treatment on behalf of ARAUJO IBARRA. These transmissions will not require to be informed at Holder or have additional express consent.

## **11. MODIFICATIONS IN THE PERSONAL DATA PROCESSING POLICY**

Any change or substantial modification of this Policy for the Treatment of Personal Data will be communicated in due course to the Holders through publication on the ARAUJO IBARRA Website.

## **12. INFORMATION AND DATA OF MINORS**

ARAUJO IBARRA will only use, store and perform personal data processing of minors with the express consent of their parents or legal representatives. In the case of minor's data, children or dependent employees or collaborators, the purpose of such treatment will be to plan and carry out activities related to their personal and family well-being. For such purposes,

ARAUJO IBARRA will take into consideration the respect and prevalence of the rights of minors, their best interests and their fundamental rights.

### **13. VALIDITY AND MODIFICATIONS OF THE POLICY FOR THE TREATMENT OF PERSONAL INFORMATION**

This Policy for the Processing of Personal Data is in force at as of June 2018. Any change or substantial modification of this Policy for the Treatment of Personal Data, it will be communicated in a timely manner to the Holders by publishing on the ARAUJO IBARRA Website