

Personal Data Protection Policy FUNDACION CONNECTAS

In accordance with Article 9 of Colombia Statutory Law 1581 of 2012, and with Articles 5, 6 and 7 of Decree 1377 of 2013, we hereby inform you that personal data gathered by **FUNDACION CONNECTAS**, hereinafter “**CONNECTAS**”, will be collected, stored, used and disseminated under the terms of the following agreement.

1. Identification of the Party Responsible for Data Protection:

CONNECTAS, Calle 64 A No. 1 A - 67, Interior 103, Bogota D.C., Colombia, web site: www.connectas.org, e-mail: contacto@connectas.org; telephone number (571) 3004040.

2. Purpose and Protection of Data:

CONNECTAS is a non-profit journalistic initiative that promotes the production, exchange, training and dissemination of information about topics that are key to the development of the Americas. Considering **CONNECTAS**' business purpose, personal data provided by you will be stored in an electronic database and will be used for one of the following:

• Data of the General Audience:

Data processing will take place with the goal of sending news bulletins to report news pertaining to the region of the Americas, users will be kept up to speed and informed about topics of interest.

• Journalists' Data:

Data processing will take place to offer training programs for journalists and general interest events such as forums and meetings with opinion leaders.

• Allies' Data:

Data processing will take place to generate alliances with organizations, facilitating efforts and driving synergies of technological and professional nature. Likewise, data processing will take place to create journalistic reports, articles of analysis and content generation, multimedia development and digital security.

•Sponsors' Data:

Data processing will take place to generate mechanisms and contacts that advance sponsorship aimed towards the execution of programs, projects and activities related to

the mission of **CONNECTAS**. Moreover, to manage resources destined to support the production of features, new digital media, to strengthen independent journalism organizations and journalists' training.

- **Employees' Data:**

Data processing will take place with the aim to assist onboarding, execution and termination processes pertaining to the working relationship between the employee and **CONNECTAS**.

- **Suppliers' Data:**

Data processing will take place to contact and hire product or service suppliers required by **CONNECTAS** for the normal development of its operation.

- **Prospective Candidates' Data:**

Data processing will take place with the purpose of conducting personnel selection and hiring employees at **CONNECTAS**.

For the purposes described ahead, **CONNECTAS** may: A. Get to know, store and process information provided by the holders in one or several databases, in the format deemed convenient. B. Organize, catalogue, classify, divide or separate information provided by the holders. C. Verify, corroborate, confirm, validate, research or compare information provided by the holders, with any information that it might legitimately have. D. Analyze, process, evaluate, handle or compare information provided by the holders. E. Study, analyze, customize and use information provided by the holders to follow-up, develop and/or improve (individually and generally) the membership, service, administration, safety or service conditions, as well as to develop academic forums, commercial promotion meetings, meetings with allies and public personalities. F. In the case of suppliers, employees and prospective candidates, it will be possible to access, consult, compare and evaluate all of the information of the holders that is stored in databases of criminal or security records that are duly, of private or state, national or foreign nature. **CONNECTAS** may share the results of studies, analysis, customizations and uses supplied by the holders with allies that are subject to the conditions of the authorization herein. G. If **CONNECTAS** is not in the capacity to protect data in its own, it may transfer compiled data to be subject to data processing by a third party, prior notification to the holders of the compiled data; said third party shall be in charge of data processing and shall guarantee suitable confidentiality and safety conditions pertaining to the information transferred for data processing.

3. Data Holders' Rights:

Data holders have the right to: (i) Get to know, update and rectify personal data at **CONNECTAS** as the responsible party or party in charge of data processing, or they may

exercise their right with a party that has received the data as a result of its transmission.

This right may be exercised (among others) in relation to partial, inexact, incomplete, fractioned data, or data that is conducive to error, or whose treatment is specifically prohibited or has not been authorized; (ii) Request proof of the authorization granted to **CONNECTAS** as the party responsible for data processing, except in cases when it is not a data processing requirement; (iii) Be informed by **CONNECTAS** as the party responsible for data processing, about the use given to personal data, in response to a prior request; (iv) Present complaints to the Superintendency of Industry and Trade based on violations to the personal data processing system; (v) Revoke the authorization and/or request the suspension of personal data when it fails to abide by the principles, rights and legal and constitutional guarantees; (vi) Freely access personal data that has been subject to processing.

4. Sensitive Data:

You have the right no to respond to any sensitive information requested by **CONNECTAS** that relates to (among others) data on race or ethnicity, membership to unions, social organizations or human rights, political or religious convictions, sex life, biometric or health data.

5. Minors' Data:

Providing personal data on minors is considered optional and must be authorized by the minor's parents or legal representatives.

6. Response to Petitions, Complaints, Inquiries and Claims:

To file petitions, inquiries and claims to exercise your rights to get to know, update, rectify, eliminate data or revoke your authorization, please send a request to the e-mail: contacto@connectas.org

7. Procedure to Exercise the Rights:

A. You have the right to request proof of the authorization granted to **CONNECTAS**, as well as to get to know, update and rectify your personal data. To do so, send a request to the e-mail: contacto@connectas.org

Please attach the following documents to the request:

Holder: copy of the identification.

Assignee: identification, holder's death certificate, document crediting his/her capacity and the holder's identification.

Legal representative and/or proxy: valid identification, document crediting his/her capacity

(power of attorney) and holder's identification.

Requests will be solved in maximum ten (10) working days starting on the date in which the request was filed.

When the request cannot be solved in the aforementioned term, the reasons for the delay as well as the date in which it is expected to be solved will be informed, it may not exceed five (5) working days after the expiration of the first date.

You may freely access your personal data. You may provide the information requested by any means, including electronic means, as required.

B. Request to eliminate information of our databases or revoke the authorization granted for data processing.

To request to eliminate information of our databases or revoke the authorization granted for data processing, please send an e-mail to: contacto@connectas.org

Your request must specify your intention to have your personal data eliminated of our databases or to revoke the authorization granted for data processing. It must clearly state the holder's name, identification number and contact details (updated telephone and e-mail).

Please attach the following documents to the request to eliminate your personal data:

Holder: copy of the identification (Colombian identification, minor's identification or foreign identification or passport number).

Assignee: identification, holder's death certificate, document crediting his/her capacity and the holder's identification.

Legal representative and/or proxy: valid identification, document crediting his/her capacity (power of attorney) and holder's identification.

If the request is incomplete, the interested party will be contacted five (5) days after receiving the request in order to amend the situation.

If two (2) months after receiving the request, the interested party has not presented the information needed, the claim will be considered waived.

If the person who receives the claim is not competent to solve it, he/she will forward it to whom it corresponds in a maximum of two (2) working days and inform the interested party of this situation.

Once a complete request has been received, it will be included in the database in a

maximum of two (2) working days with the title of “request in process” and its reasons. It will remain this way until the request is solved.

The maximum term to solve the request will be of fifteen (15) working days after the request was filed. When the request cannot be solved in the aforementioned term, the reasons for the delay as well as the date in which it is expected to be solved will be informed, it may not exceed eight (8) working days after the expiration of the first date.

8. Information Security:

CONNECTAS has reasonable safety measures in place to protect holder’s data and prevent unauthorized access to its data, as well as its unauthorized modifications, dissemination or destruction.

Access to personal data is restricted to employees, contractors or representatives in **CONNECTAS** who are in charge of data processing and who need it to perform their functions and develop the organization’s business purpose. **CONNECTAS** does not allow third parties to access the information under conditions that differ those explained, except when data holders or legalized persons expressly request it, per national regulation.

Notwithstanding the aforementioned, **CONNECTAS** will not be liable for cyberattacks and, overall, for any other action aimed at violating the safety measures enforced for personal data processing and different information in its computer equipment or in third parties’.