

PERSONAL DATA PROCESSING POLICY

This Privacy Notice establishes the terms and conditions under which Masterinkbyjuliangonzalez, domiciled in the city of TAMPA, FLORIDA, will process your personal data.

1. TREATMENT AND PURPOSE:

The treatment that Masterinkbyjuliangonzalez will carry out. The personal information will be used for the purposes specified in the personal data processing policy, which revolve around the main economic activity of the CONTROLLER.

2. RIGHTS OF THE OWNER:

As the owner of your personal data, you have the right to:

- Access free of charge to the data provided that has been processed.
- Know, update and rectify your information regarding partial, inaccurate, incomplete, fragmented, misleading data, or those whose processing is prohibited or has not been authorized.
- Request proof of the authorization granted.
- Submit complaints to the Superintendence of Industry and Commerce (SIC) for violations of the provisions of current regulations.
- Revoke the authorization and/or request the deletion of the data, provided that there is no legal or contractual duty that prevents deletion.
- Refrain from answering questions about sensitive data. Responses that relate to sensitive data or data of children and adolescents will be optional.

3. MECHANISMS TO KNOW THE TREATMENT POLICY

The Owner can access our Information Processing Policy, which is published at www.masterinkbyjuliangonzalez.com.

Policy for the processing and protection of personal data and manual of internal policies and procedures for the processing of personal data

1. Purpose

In accordance with what is regulated by the National Government through Law 1581 of 2012 and its regulations, this manual aims to define the scope and internal policies of Masterinkbyjuliangonzalez. as responsible for the management of our clients' personal data.

2. Reach

This document establishes the Personal Data Processing Policies of masterinkbyjuliangonzalez. and it describes the mechanisms through which adequate management of the personal data collected in its databases is guaranteed, in order to allow the owners to exercise the right of Habeas Data.

3. Responsible for the treatment

Masterinkbyjuliangonzalez identified domiciled in the city of TAMPA, FLORIDA and email masterinkbyjuliangonzalez@gmail.com

4. IMPORTANT DEFINITIONS TO KEEP IN MIND

- **Authorization:** Prior, express and informed consent of the Owner to carry out the Processing of personal data.
- **Database:** Organized set of personal data that is subject to Processing.
- **Personal data:** Any information linked or that can be associated with one or several specific or determinable natural persons.
- **Responsible:** Natural or legal person, public or private, who alone or in association with others, decides on the database and/or the Processing of the data.
- **Owner:** Natural person whose personal data is the subject of Treatment.
- **Processing:** Any operation or set of operations on personal data, such as collection, storage, use, circulation or deletion.

5. GUIDING PRINCIPLES FOR THE PROCESSING OF PERSONAL DATA

- **Principle of legality:** The processing of personal data is a regulated activity that must be subject to the provisions of the law and the other provisions that develop it.
- **Principle of purpose:** The Treatment must obey a legitimate purpose in accordance with the Constitution and the Law, which must be informed to the Owner;
- **Principle of freedom:** Treatment can only be carried out with the prior, express and informed consent of the Owner. Personal data may not be obtained or disclosed without prior authorization, or in the absence of a legal or judicial mandate that requires consent;
- **Principle of truthfulness or quality:** The information subject to Treatment must be truthful, complete, exact, updated, verifiable and understandable. The Processing of partial, incomplete, fragmented or misleading data is prohibited;
- **Principle of transparency:** In the Treatment, the right of the Owner to obtain from the person responsible for the Treatment or the Processor, at any time and without restrictions, information about the existence of data that concerns him or her must be guaranteed;
- **Principle of restricted access and circulation:** Treatment is subject to the limits derived from the nature of the personal data, the provisions of this law and the Constitution. In this sense, the Treatment may only be carried out by persons authorized by the Owner and/or by the persons provided for in this law. Personal data, except public information, may not be available on the Internet or other means

of dissemination or mass communication, unless access is technically controllable to provide knowledge restricted only to the Owners or authorized third parties in accordance with this law;

- Security principle: The information subject to Treatment by the person responsible for the Treatment or Processor referred to in this law must be handled with the technical, human and administrative measures that are necessary to provide security to the records, avoiding their adulteration, unauthorized or fraudulent loss, consultation, use or access;

- Principle of confidentiality: All persons involved in the Processing of personal data that are not public in nature are obliged to guarantee the confidentiality of the information, even after their relationship with any of the tasks included in the Processing has ended, and may only supply or communicate personal data when this corresponds to the development of the activities authorized in this law and in its terms.

6. DATABASE, DATA PROCESSING AND PURPOSE.

• Database content

General information such as full name, type and identification number and contact information such as landline number, cell phone number, email and physical address are stored in the Masterinkbyjuliangonzalez databases.

• Sensitive data

Sensitive data is considered to be data related to racial or ethnic origin, political orientation, religious or philosophical convictions, membership in unions, social organizations, human rights organizations or those that promote the interests of any political party or that guarantee the rights and guarantees of political parties, opposition politicians, as well as data relating to health, sexual life and biometric data.

However, the CONTROLLER will not request this type of data and if he does so, the Owner has the power to provide it or not.

• Processing of personal data and purpose

The treatment that the CONTROLLER will carry out with the personal information will be the following: Collection, storage, use, circulation, for commercial purposes, control and supervision with the following purposes:

- Know your market, obtain statistics on your marketing management.
- Make invitations to events and offer new products and services.
- Carry out satisfaction surveys regarding the services offered by Masterinkbyjuliangonzalez.
- Provide contact information to the commercial force and/or distribution network, telemarketing, market research and any third party with which the CONTROLLER

has a contractual link for the development of activities of that type (market research and telemarketing, etc.) for the execution of these.

- Contact the Owner through telephone means to carry out surveys, studies and/or confirmation of personal data necessary for the execution of a contractual relationship.
- Contact the Owner through electronic means – SMS or chat to send news related to loyalty campaigns or service improvements.
- Contact the Owner via email to send statements, account statements or invoices in relation to the obligations derived from the provision of services that arise between the parties.
- Provide information to third parties with whom Masterinkbyjuliangonzalez. has a contractual relationship and that it is necessary to transfer it for the fulfillment of the contracted object.

In general, for all purposes aimed at the effective provision of the services offered by Masterinkbyjuliangonzalez.

7. RIGHTS OF THE OWNERS

As the owner of your personal data, you have the right to:

- Access free of charge to the data provided that has been processed.
- Know, update and rectify your information regarding partial, inaccurate, incomplete, fragmented, misleading data, or those whose processing is prohibited or has not been authorized.
- Request proof of the authorization granted.
- Submit complaints to the Superintendence of Industry and Commerce (SIC) for violations of the provisions of current regulations.
- Revoke the authorization and/or request the deletion of the data, provided that there is no legal or contractual duty that prevents deletion.
- Refrain from answering questions about sensitive data. Responses that relate to sensitive data or data of children and adolescents will be optional.
- Be informed by the person responsible for the Treatment, upon request, regarding the use that has been given to your personal data.

8. OBLIGATIONS OF THE RESPONSIBLE FOR THE PROCESSING OF PERSONAL DATA

- Guarantee to the Holder, at all times, the full and effective exercise of the right of habeas data.
- Request and keep, under the conditions provided by law, a copy of the respective authorization granted by the Owner.
- Duly inform the Owner about the purpose of the collection and the rights granted to him by virtue of the authorization granted.
- Maintain the information under the security conditions necessary to prevent its adulteration, loss, consultation, use or unauthorized or fraudulent access.
- Update the information on all new developments regarding the data that you have previously provided and adopt the other necessary measures so that the information provided to it remains up to date.
- Rectify the information when it is incorrect and communicate the pertinent information to the Data Processor.
- Provide the Data Processor, as the case may be, only data whose Processing is previously authorized in accordance with the provisions of this law.
- Demand that the Data Processor at all times respect the security and privacy conditions of the Owner's information.
- Process queries and claims made in the terms indicated in this law.
- Adopt an internal manual of policies and procedures to guarantee adequate compliance with this law and, especially, to respond to queries and complaints.
- Inform the Data Processor when certain information is under discussion by the Owner, once the claim has been submitted and the respective process has not been completed.
- Inform at the request of the Owner about the use given to their data.
- Inform the data protection authority when violations of security codes occur and there are risks in the administration of the Owners' information.
- Comply with the instructions and requirements issued by the Superintendence of Industry and Commerce.

9. INTERNAL PROCEDURES ON PERSONAL DATA PROCESSING POLICY

9.1. Procedure for the collection, storage, use, circulation and deletion of information

The collection, storage, use and circulation of personal data information will be done in accordance with the procedures described in this document, guaranteeing compliance with information security policies. Before starting the provision of a service, authorization to use Personal Data must be requested from the Owner, taking into account:

Authorization for the use of data can be obtained:

- Written.
- By electronic means.
- Through unequivocal conduct by the owner of the information that allows those responsible to conclude that the authorization was granted.

The data collected will be stored in databases on electronic media managed by the person responsible for the treatment or whoever is designated according to the data processing policies set forth herein.

9.2 Procedures for submitting petitions, queries and claims and for exercising the right of Habeas Data.

9.2.1. Responsible for receiving requests, queries and complaints.

Any request, complaint or claim related to the handling of personal data in application of the provisions of the law must be sent to the email informacion@teletampa.com or directly to the contact form on the website.

9.2.2. Procedure for submitting and responding to requests, queries and claims.

- Presentation of Queries

The owners of personal data contained in the Masterinkbyjuliangonzalez databases, or their successors in title, may consult the data provided by the information in the terms provided in the applicable legislation. Any request for consultation, correction, update or deletion must be submitted in writing or by email, according to the information contained in this document.

Queries will be answered within a period of fifteen (15) business days from the date of receipt of the respective request. When it is not possible to attend to the query within said term, the interested party will be informed, expressing the reasons for the delay and indicating the date on which their query will be attended to, which in no case may exceed five (5) business days following the expiration of the first term.

- Exercise of the right of Habeas Data

For the filing and attention of your request, we ask you to provide the following information:

- Full name and surname
- Contact information (physical and/or electronic address and contact telephone numbers),
- Means to receive a response to your request,
- Reason(s)/fact(s) that give rise to the claim with a brief description of the right you wish to exercise (know, update, rectify, request proof of the authorization granted, revoke it, delete, access the information)
- Signature (if applicable) and identification number.

The maximum period provided by law to resolve your claim is fifteen (15) business days, counting from the day following the date of receipt. When it is not possible to address the claim within said term, Masterinkbyjuliangonzalez. will inform the interested party of the reasons for the delay and the date on which their claim will be addressed, which in no case may exceed eight (8) business days following the expiration of the first term.

Once the terms indicated by Law 1581 of 2012 and the other rules that regulate or complement it have been met, the Owner who is denied, totally or partially, the exercise of the rights of access, updating, rectification, deletion and revocation, may bring your case to the attention of the Superintendency of Industry and Commerce – Delegation for the Protection of Personal Data.

9.3. Database validity

Masterinkbyjuliangonzalez Personal Information Processing Policies will be effective as of October 5, 2021. The company reserves the right to modify them, under the terms and with the limitations provided by law.

The databases managed by Masterinkbyjuliangonzalez will be maintained indefinitely, as long as it develops its purpose, and as long as it is necessary to ensure compliance with legal obligations, particularly labor and accounting, but the data may be deleted at any time at the request of its owner. as long as this request does not contradict a legal obligation of the ENTITY or an obligation contained in a contract between the ENTITY and the Owner.

This policy may be modified, which is why we recommend that you check our website www.masterinkbyjuliangonzalez.com and the latest version of this Policy or the mechanisms to obtain a copy of it will be made available to you.

10. AUTHORIZATION FOR PROCESSING PERSONAL DATA

Masterinkbyjuliangonzalez will be responsible for the processing of personal data, and as such, may collect, store, circulate, transfer for the purposes contained in the Personal Data Processing Policies, which are published on the website.

I declare that I was informed that in the event of my sensitive information being collected, I have the right to answer or not the questions asked and to deliver or not the requested data.

I understand that sensitive data is data that affects the privacy of the Owner or whose improper use may generate discrimination.

I recognize that my rights as the owner of the data are those contained in Law 1581 of 2012 and its regulations and in the Constitution, and previously specified in this Personal Data Processing Policy.

I can exercise these rights through the channels or means provided by Masterinkbyjuliangonzalez for consultations or exercise of my right to Habeas Data and mentioned in its policies.

Therefore, by accepting, I give my consent to Masterinkbyjuliangonzalez to process my data in accordance with its Personal Data Processing Policy set out here and published by it on its website and which I declare to have known before providing my data. personal.

I declare that I subscribe to this authorization freely and voluntarily once I have read it in its entirety.