

MUJER Y HOGAR FOUNDATION'S LEGAL NOTICE

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The MUJER Y HOGAR FOUNDATION, identified with TIN (tax identification number) 804010525-4, a non-profit organization with **social purposes**, with main address at Calle 91#24-117, Barrio Diamante II, in the city of Bucaramanga, Colombia, zip code 680004, by means of this document invites their donors, volunteers, cooperators, allies, collaborators, beneficiaries, benefactors, customers, suppliers and the general public, to know their **Information Treatment Policies**, its **privacy notice**, in which are the parameters, **terms and conditions** under which the personal information that is stored in its databases will be used. For all purposes of this policy, the same definitions used by colombian Law 1581 of 2012 and hereinafter those that add or modify it, and the regulations that modify or add legal provisions in force to our legal system, will be used.

Legal framework

1. Political Constitution of Colombia (Article 15)
2. Law 1581 of 2012
3. Regulatory Decree 1377 of 2013
4. Regulatory Decree 886 of 2014
5. Sole Circular No.002 of 2015
6. Sentence of the Constitutional Court C-748 of 2011.
7. Demonstrated responsibility guide issued by the Superintendency of Industry and Commerce
8. Decree 1759 of 2016
9. Decree 1115 of 2017
10. External Circular No.005 of 2017
11. And those that from now on add, modify, and regulate the matter

1. MUJER Y HOGAR FOUNDATION'S POLICY FOR THE PROCESSING OF PERSONAL DATA PROTECTION

In compliance with the provisions of Law 1581 of 2012 and hereinafter those that add or modify it and its Regulatory Decree 1377 of 2013, and the regulations that

hereinafter add or modify it. The Mujer y Hogar Foundation adopts this policy for the processing of personal data, which will be reported to the general public, understood as the holder of data collected from women and their families, employees, donors, volunteers, aid workers, allies, collaborators, beneficiaries, benefactors, customers, suppliers or obtained from productive, commercial or social activities.

The Mujer y Hogar Foundation states that it will guarantee the rights to privacy, intimacy, good name and the processing of personal data, and in effect all its actions will be governed by the principles of freedom, truthfulness, legality, purpose, quality, transparency, restricted access and circulation, security and confidentiality.

All the people who, in the development of different activities of the company, be called, contractual, commercial, labor, among others, that are of a permanent or occasional nature, and that due to their activity come to deliver, and/or provide the company with any type of information or personal data, will be able to know it, store it, update it and rectify it.

1.1 IDENTIFICATION OF THE DATA CONTROLLER NAME OF THE INSTITUTION

MUJER Y HOGAR FOUNDATION.

ADDRESS: Calle 91 No. 24 - 117 Diamante II - Bucaramanga

EMAIL: contact@fundacionmujeryhogar.org

PHONE: (+57) 607- 6313928 – (+57) 318 338 1508

1.2 APPLICATION SCOPE

This data processing policy will be applicable to the personal data registered in any database of the Mujer y Hogar Foundation whose holder is a **natural** person, and will be registered in accordance with the provisions of article 25 of Law 1581 of 2012 and hereinafter those that add or modify it and hereinafter the regulations that add or modify

it.

1.3 APPLICABLE PRINCIPLES

The MUJER Y HOGAR FOUNDATION will apply the following principles, according to which the treatment, collection, storage, transfer and transmission of personal data must be carried out:

- a) **Legality in terms of data processing:** data processing is an activity subject to current and applicable legal provisions that govern the subject in the Republic of Colombia.
- b) **Principle of purpose:** the activity related to the processing of personal data, carried out by the MUJER Y HOGAR FOUNDATION in any of its modalities, will obey a legitimate purpose in relation to the Political Constitution of Colombia and the law, and this must be informed to the holder of the personal.
- c) **Freedom:** it is the processing of personal data that can only be carried out with the prior, express and informed consent of the holder. Personal data may not be obtained or disclosed without prior authorization, or in the absence of a legal, statutory, or judicial mandate that relieves consent.
- d) **Truthfulness or quality:** all information subject to personal data processing and management must be truthful, complete, accurate, up-to-date, verifiable and understandable. The Processing of partial, incomplete, fragmented or misleading data is prohibited.
- e) **Transparency:** in the processing of personal data, the MUJER Y HOGAR FOUNDATION guarantees the holder their rights and to obtain, at any time and without restrictions, information about the existence of any type of information or personal data that is of interest or ownership.
- f) **Restricted access and circulation:** the processing of personal data is subject

to the limits derived from their nature, constitutional and/or legal provisions, and such processing may only be done by persons authorized by the holder and/or by the persons provided for by law. Personal data, except for public information, may not be available on the Internet or other means of disclosure or mass communication, unless access is technically controllable to provide restricted knowledge only to holders or third parties authorized under the constitution or the law.

g) Security: all the information subject to treatment and other actions permitted by law to the MUJER Y HOGAR FOUNDATION, will be handled and treated with the technical, human and administrative measures to secure the records avoiding their adulteration, loss, consultation, unauthorized or fraudulent use or access.

h) Confidentiality: all the people who in the MUJER Y HOGAR FOUNDATION, administer, manage, update or have access to information of any kind that is found in databases, are obliged to guarantee the confidentiality of the information, for which reason undertake to store, preserve and keep strictly confidential and not reveal to third parties, the information that they come to know in the execution and exercise of their functions; except in the case of activities expressly authorized by the data protection law. All people who currently work or will be linked in the future on this regard, in the administration and management of databases, must sign an additional document to their employment or service provision contract in order to ensure such commitment.

1.4 DEFINITIONS

For the purposes of this policy and in accordance with the Political Constitution of Colombia and the law, as well as current decrees, regarding the protection of personal data, the following will be taken into account:

a) Database: organized set of personal data that is subject to processing, collection, storage, updating by the MUJER Y HOGAR FOUNDATION.

- b) Authorization:** it is the prior, express and informed consent of the Holder to carry out the Processing of personal data, by the MUJER Y HOGAR FOUNDATION.
- c) Privacy Notice:** is the verbal or written communication that is given by the person in charge, addressed to the Holder for the treatment of their personal data, by means of which they are informed of the existence of the policies for the treatment of information that will be applicable, the way to access them and the purposes of the treatment that is intended to be given to personal data in the company.
- d) Personal Data:** is any type of information linked to or that can be associated with one or more specific or determinable natural persons.
- e) Public Data:** it is the data that is not semi-private, private or sensitive. Public data is considered to be data relating to the marital status of individuals, their profession or trade, their quality as a merchant or public servant. By its nature, public data may be contained in public records, public documents, and court rulings.
- f) Sensitive data:** sensitive data is that which affects the privacy of the holder, or whose improper use may generate discrimination, such as: revealing racial or ethnic origin, political orientation, religious or philosophical convictions, union, social and human rights organizations membership or that promote the interests of any political party or that guarantee the rights of opposition political parties, as well as data related to health, sexual life, and biometric data, among others.
- g) Person in charge of the processing:** it is the natural or legal person, public or private, that by itself or in association with others, carries out the processing of personal data on behalf of the person in charge of the processing.
- h) Responsible for the processing:** it is the natural or legal person, public or private, that by itself or in association with others, decides on the database

and/or the Processing of the data.

- i) Holder:** it is the natural person whose personal data is processed by the company.
- j) Processing:** it is any operation or set of operations on the processing of personal data, such as the collection, storage, use, updating, circulation or deletion.
- k) Transfer:** the transfer of data occurs when the person responsible and/or in charge of the processing of personal data, located in Colombia, sends the information or the corresponding personal data to a recipient, who in turn is responsible for the processing and is inside or outside the country.
- l) Transmission:** it is the processing of personal data that implies the communication of the data inside or outside the territory of Colombia, when its purpose is to carry out a treatment by the person in charge on behalf of the responsible in charge, even after the end of its link with the holders of said information.

1.5 RIGHTS OF THE INFORMATION HOLDER

The holder of the information, regarding current legislation, has the following rights:

1. Access, know, update and rectify their personal data given to the MUJER Y HOGAR FOUNDATION, in its capacity as data controller. This right may be exercised against partial, inaccurate, incomplete, fragmented data, which leads or may lead to error, and/or those whose treatment is expressly prohibited or has not been authorized by its holder.
2. The holder may request proof of the authorization granted to the MUJER Y HOGAR FOUNDATION for the processing of their data, by any valid means, except in cases where authorization is not necessary, as established in Law

1581 of 2012. Article 10.

Cases in which authorization is not necessary

The holder's authorization will not be necessary in the case of:

- a)** Information required by a public or administrative entity in the exercise of its legal functions or by court order;
- b)** Data of a public nature;
- c)** Cases of medical or health emergency;
- d)** Treatment of information authorized by law for historical, statistical or scientific purposes;
- e)** Data related to the Civil Registry of Persons.

Whoever accesses personal data without prior authorization must in any case comply with the provisions contained in this law.

3. The data holder has the right to be informed by the MUJER Y HOGAR FOUNDATION upon request, regarding the use that has been given to their personal data.
4. The holder of the data has the right to submit to the Superintendence of Industry and Commerce, complaints for violations of the provisions of Law 1581 of 2012 and hereinafter those that add or modify it and the other concordant, prior consultation process and / or request before the MUJER Y HOGAR FOUNDATION.
5. The holder of the data has the right to revoke the authorization and/or request the deletion of the data when the principles, rights and constitutional and legal guarantees granted to said holder are not respected in the processing of their data.
6. The data holder has the right to free access to their personal data subject to processing by the MUJER Y HOGAR FOUNDATION, whenever there are

substantial changes to this policy that motivate new queries.

THESE RIGHTS MAY BE EXERCISED BY:

1. The holder of the data, who must sufficiently prove his identity by the different means made available by the MUJER Y HOGAR FOUNDATION.
2. The successors in title of the holder, who must prove such quality.
3. By the representative and/or proxy of the holder, prior accreditation of the legally granted representation.

1.6 RIGHTS OF CHILDREN AND ADOLESCENTS

In the processing of personal data the MUJER Y HOGAR FOUNDATION will ensure respect for the prevailing rights of minors and adolescents. The processing of personal data of minors and adolescents is prohibited, except for those data that are of a public nature, for which it must comply with the following parameters:

1. The MUJER Y HOGAR FOUNDATION and those who are responsible for handling the data of minors and adolescents to respond to and respect the best interests of minors.
2. The MUJER Y HOGAR FOUNDATION will ensure respect for the fundamental rights of minors and adolescents, it will be the entity's obligation to provide information and authorization from legal representatives and guardians on the possible risks faced by minor children and adolescents in relation to the improper treatment of their personal data, and provide information about the responsible and safe use by children, minors and adolescents of their personal data, their right to privacy and protection of their personal information.

1.7 DUTIES OF THE MUJER Y HOGAR FOUNDATION AS RESPONSIBLE FOR AND IN CHARGE OF THE PROCESSING OF PERSONAL DATA

The MUJER Y HOGAR FOUNDATION, as a non-profit organization, recognizes the ownership of the personal data held by individuals and that they can exclusively decide on them. In this sense, the MUJER Y HOGAR FOUNDATION will use the personal data to the fulfillment of its own purposes and those expressly authorized by the holder.

1.7.1 Specific duties of the MUJER Y HOGAR FOUNDATION in data processing

1. In accordance with the provisions of article 17 of Law 1581 of 2012 and hereinafter those that add or modify it, the MUJER Y HOGAR FOUNDATION will have the following duties, without prejudice to others that are in provisions that regulate or come to regulate this matter:
2. The MUJER Y HOGAR FOUNDATION, will guarantee the holder, at all times, the full and effective exercise of the right of habeas data.
3. The MUJER Y HOGAR FOUNDATION, will request and keep a copy of the respective authorization granted by the holder for the treatment of his personal data.
4. The MUJER Y HOGAR FOUNDATION will inform the holder about the purpose of the collection and the rights that assist him by virtue of the authorization granted.
5. The MUJER Y HOGAR FOUNDATION will keep the information under the security conditions necessary to prevent its adulteration, loss, consultation, use or unauthorized or fraudulent access.
6. The MUJER Y HOGAR FOUNDATION will guarantee that the information is truthful, complete, exact, up-to-date, verifiable and understandable, and will

promptly update the information, thus attending to all the news regarding the holder's data, implementing all the necessary measures to keep the information up to date.

7. The MUJER Y HOGAR FOUNDATION will rectify the information when it is incorrect and will communicate what is pertinent to the holder of said information.
8. The MUJER Y HOGAR FOUNDATION will respect the security and privacy conditions of the holder's information and will process the queries, complaints, requests and claims formulated in the terms established by law.
9. The MUJER Y HOGAR FOUNDATION will inform the data protection authority when there are violations of the security codes and there are risks in the administration of the information of the holders' data.
10. The MUJER Y HOGAR FOUNDATION will comply with the requirements, requests, suggestions and/or opinions issued by the Superintendence of Industry and Commerce on the subject of the processing of personal data.
11. The MUJER Y HOGAR FOUNDATION will only use the data whose treatment is previously authorized in accordance with Law 1581 of 2012 and hereinafter those that add or modify it and its regulatory decrees.
12. The MUJER Y HOGAR FOUNDATION will ensure the proper use of the personal data of children and adolescents, in accordance with the constitution and the law, and without violating their fundamental rights.
13. The MUJER Y HOGAR FOUNDATION will register in the database the expression "claim in process" in the manner in which it is regulated by law.
14. The MUJER Y HOGAR FOUNDATION will insert in the database the legend "information under judicial discussion" once notified by the competent authority about judicial processes related to the quality of the personal data.

15. The MUJER Y HOGAR FOUNDATION will use the personal data of the holder only for those purposes for which it is legally empowered.

1.8 AUTHORIZATION AND CONSENT OF THE DATA HOLDER

The MUJER Y HOGAR FOUNDATION, at all times, requires the free, prior, express and informed consent of the holder of the personal data for the treatment thereof, except in cases expressly authorized by law and which are:

1. In all types of information required by a public or administrative entity in the exercise of its legal functions or by court order.
2. In data of a public nature.
3. In cases of medical or health emergency.
4. In the treatment of information authorized by law for historical, statistical or scientific purposes.
5. In the processing of data related to the Civil Registry of Persons.

1.8.1 Authorization statement

The authorization to the MUJER Y HOGAR FOUNDATION for the processing of personal data will be granted by:

1. The holder, who must sufficiently prove his/her identity by the different means made available by the MUJER Y HOGAR FOUNDATION.
2. The successors in title of the holder, who must prove such quality.

3. The legal representative and/or proxy of the holder, prior accreditation of legal representation.

1.8.2 Means for granting authorization

The MUJER Y HOGAR FOUNDATION may obtain authorization for the handling of data, through different means, including physical and electronic documents, data message, internet, websites, or in any other format that in any case allows obtaining consent through unequivocal conduct, through which it is concluded without a doubt that if it had not been supplied by the holder or the person entitled to do so, the data would not have been stored or collected in the database, said authorization will be requested by the MUJER Y HOGAR FOUNDATION prior to the processing of personal data.

1.8.3 Authorization proof

The MUJER Y HOGAR FOUNDATION will keep the evidence of the authorization granted by the personal data's holders for its treatment, for which it will use the different mechanisms currently available to it and will adopt the actions to maintain the record of the form and date in which said authorization was obtained, which may be established in physical files or electronic repositories made directly or through third parties.

1.8.4 Revocation of authorization

All holders of personal data may at any time revoke the authorization granted to the MUJER Y HOGAR FOUNDATION for the processing of personal data and/or request their deletion and/or correction, as long as it is not prevented by the provision of Constitutional, legal and/or judicial order, the MUJER Y HOGAR FOUNDATION will implement simple and free mechanisms that allow the holder to revoke their authorization or request the deletion and/or correction of their personal data, at least by the same means by which it was granted.

The revocation of consent can be expressed, on the one hand, totally in relation to the authorized purposes, and therefore the MUJER Y HOGAR FOUNDATION must cease any data processing activity, and on the other partially in relation to certain types of treatment, in which case these will be the ones on which the treatment activities will cease, such as for advertising purposes, among others. In the latter case, the MUJER Y HOGAR FOUNDATION may continue to process personal data for those purposes in relation to which the holder has not revoked his consent.

1.9 TREATMENT TO WHICH DATA IS SUBJECTED AND FINAL PURPOSE OF DATA

The treatment of the personal data of all the people who interact with the MUJER Y HOGAR FOUNDATION, be they called donors, volunteers, cooperators, allies, collaborators, beneficiaries, benefactors, clients, suppliers, students, applicants, graduates, graduates, teachers, employees, former employees, retirees, contractors, or any person with whom the MUJER Y HOGAR FOUNDATION has established or establishes a permanent or occasional relationship, will do so within the legal framework that regulates the matter and by virtue of its status as a non-profit organization, and will be all necessary for the fulfillment of the institutional mission. In any case, personal data may be collected and processed to:

1. To send information related to programs, activities, news, content, products and other goods or services offered by the MUJER Y HOGAR FOUNDATION.
2. To develop the mission of the MUJER Y HOGAR FOUNDATION, in accordance with its statutes and internal regulations.
3. For compliance with the regulations applicable to suppliers and contractors, including, but not limited to, tax and commercial, fiscal, or administrative authority.
4. To comply with the provisions of the Colombian legal system in labor and social

security matters, among others, applicable to former employees, current employees and candidates for future employment.

5. To carry out surveys related to the services or goods of the MUJER Y HOGAR FOUNDATION.
6. To develop plans and programs in accordance with its internal statutes.
7. To keep alumni in contact with related professions or interests and inform about job opportunities, fairs, seminars or other studies at any level, as well as to promote research in all fields including science, social extension, business association, academia and status and for the fulfillment of its contractual commitments.
8. For the treatment of personal data of children and adolescents, it will proceed in accordance with what is contemplated in this policy in the section related to the rights of children and adolescents.

1.10 SENSITIVE DATA PROCESSING

In the event of sensitive personal data, the MUJER Y HOGAR FOUNDATION may use and process personal data in the following cases:

1. When the holder has given his explicit authorization, except in cases where the granting of said authorization is not required by law.
2. When data processing is necessary to safeguard the vital interest of the holder and the holder is physically or legally incapacitated, in such cases, the legal representatives must grant their authorization.
3. When the data processing is carried out in the course of legitimate activities and with due guarantees by a foundation, NGO, association or any other non-profit organization, whose purpose is political, philosophical, religious or trade union, provided that it refers exclusively to its members or to people who maintain

regular contact by reason of its purpose. In these events, the data may not be provided to third parties without the authorization of the holder.

4. When the data processing refers to data that is necessary for the recognition, exercise or defense of a right in a judicial process.
5. When data processing has a historical, statistical or scientific purpose. In this event, measures leading to the suppression of the identity of the holders must be adopted, without prejudice to the exceptions provided by law, in the processing of sensitive data, the prior, express and informed authorization of the holder is required, which must be obtained by any means that may be subject to consultation and subsequent verification.

1.11 PRIVACY NOTICE

The Privacy Notice is the physical, electronic or in any other format document, which is made available to the holder of data, to inform him/her about the processing of his/her personal data, this document communicates the information related to the existence of policies of information processing of the MUJER Y HOGAR FOUNDATION and that will be applicable, the way to access them and the characteristics of the treatment that is intended to be given to personal data.

The privacy notice will contain, at a minimum, the following information:

1. The identity, address and contact details of the data controller.
2. The type of treatment to which the data will be subjected and its purpose.
3. The rights of the holder.
4. The general mechanisms provided by the person in charge so that the holders know the information treatment policy and the substantial changes that occur in it. In all cases, they must inform the holder how to access or consult the information treatment policy.

5. The optional nature of the response regarding questions about sensitive data.

1.12 GUARANTEES OF THE HOLDER'S RIGHT OF DIRECT ACCESS

The MUJER Y HOGAR FOUNDATION, in order to guarantee the right of access of the holder of the data, will make available to him/her, after proof of his identity, legitimacy, or personality of his representative, at no cost or expense, in a detailed manner, personal data through all types of means, including electronic means that allow the holder direct access to them. Said access must be offered without any limit and must allow the holder the possibility of knowing and updating them online.

1.13 PROCEDURE FOR ADDRESSING QUESTIONS, COMPLAINTS, CLAIMS, REQUESTS FOR RECTIFICATION, UPDATING AND DELETION OF DATA

1.13.1 Queries

The holders of data and/or their successors in title and/or legal representatives, may consult the personal information of the holder that resides in the MUJER Y HOGAR FOUNDATION, who will provide all the information contained in the individual record or that is linked to the identification of the Holder. In relation to the attention of requests for consultation of personal data, THE MUJER Y HOGAR FOUNDATION guarantees to:

- a) Enable the most expeditious means of communication, whether electronic or others that it considers pertinent.
- b) Establish forms, and formats or systems and other simplified methods, which must be informed in the privacy notice.
- c) Use the customer service or claims services that are in operation, in order to make the query request faster and more efficient.

d) Regardless of the mechanism used and/or implemented to attend consultation requests, they will be attended to within a maximum term of ten (10) business days from the date of receipt. When it is not possible to attend the query within said term, the interested party will be informed before the expiration of ten (10) days, stating the reasons and indicating the date on which his query will be attended, which in no case may exceed five (5) business days following the expiration of the first installment.

e) Queries may be sent to the email contact@fundacionmujeryhogar.org

1.13.2 Claims

The Holder or his/her representatives and/or attorneys who consider that the information contained in a database should be subject to correction, updating or deletion, or when they notice the alleged breach of any of the duties contained in the law, may file a claim before the MUJER Y HOGAR FOUNDATION, which will be processed as follows:

a) The holder's claim will be formulated by means of a request addressed to the MUJER Y HOGAR FOUNDATION to the email **contact@fundacionmujeryhogar.org** or by means of a written communication addressed to the administrative coordination of the Mujer y Hogar Foundation, with the identification of the holder, the description of the facts that give rise to the claim, the address, and accompanying documents that are to be asserted.

If the claim is incomplete, the interested party will be required within five (5) days after receipt of the claim to correct the faults. After two (2) months from the date of the request, without the applicant submitting the required information, it will be understood that the applicant has withdrawn the claim.

In the event that the person receiving the claim is not competent to resolve it, it will

immediately transfer it to the appropriate person within a maximum term of two (2) business days and will inform the interested party of the situation.

b) Once the complete claim and/or application is received, it will be cataloged with the label "claim in process" and/or "application in process" and the reason, within a term not exceeding two (2) business days. Said label will be maintained until the claim and/or request is decided in substance by the MUJER Y HOGAR FOUNDATION.

c) In any case, the maximum term to address the claim and/or request will be fifteen (15) business days from the day following the date of receipt. When it is not possible to address the claim within said term, the interested party will be informed 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.

d) The MUJER Y HOGAR FOUNDATION designates the administrative coordinator of the Mujer y Hogar Foundation, as the person who will receive, process and channel the different requests received, and will send them to the respective dependency. The dependency to which the request arrives must process the requests of the holders, in the terms, deadlines and conditions established by current regulations, for the exercise of the rights of access, consultation, rectification, updating, deletion and revocation referred to in current regulations on the protection of personal data.

e) In the event that the Holder considers that the MUJER Y HOGAR FOUNDATION made a use contrary to the authorized one and to the applicable laws, s/he may contact us through the email: contact@fundacionmujeryhogar.org

1.13.3 Request for update and/or rectification

The MUJER Y HOGAR FOUNDATION will carry out the action of rectification and/or will update, at the request of the holder, the information of the latter that turns out to be incomplete or inaccurate, in accordance with the procedure and the terms indicated above, for which it will take into account:

a) That the holder must submit the request to the email contact@fundacionmujeryhogar.org, or by a physical means addressed to the administrative coordinator of the Mujer y Hogar Foundation indicating the update and/or rectification to be made and will provide the documentation that supports their request.

b) The MUJER Y HOGAR FOUNDATION will enable mechanisms that facilitate the exercise of the holder's right, as long as they benefit him/her, electronic means or others that s/he considers pertinent may be enabled, which will be informed in the privacy notice and will be made available to those interested in the web page of the MUJER Y HOGAR FOUNDATION.

Every time the MUJER Y HOGAR FOUNDATION makes a new tool available or modifies existing ones to facilitate the exercise of the rights of the holders, they will inform this through their website.

1.13.4 Request for data deletion

The holders of personal data have the right to request its deletion (elimination) to the MUJER Y HOGAR FOUNDATION through the mail contact@fundacionmujeryhogar.org in any of the following events:

a) That it is considered that they are not being treated in accordance with the principles, duties and obligations provided by law.

b) That they are no longer necessary or relevant for the purpose for which they were collected.

c) That the period necessary for the fulfillment of the purposes for which they were collected has been exceeded.

Deletion implies the total or partial elimination of personal information in accordance with the request of the holder in the records, files, databases or treatments carried out

by the MUJER Y HOGAR FOUNDATION. However, this right of the holder is not absolute and consequently the MUJER Y HOGAR FOUNDATION may deny the exercise of this right when:

- a) The holder has a legal or contractual duty to remain in the database.
- b) The deletion and/or total or partial elimination of data hinders judicial or administrative actions related to tax obligations, the investigation and prosecution of crimes or the updating of administrative sanctions.
- c) The data is necessary to protect the legally protected interests of the holder; to carry out an action based on the public interest, or to comply with an obligation legally acquired by the holder.

1.14 NATIONAL DATABASE REGISTRY

The MUJER Y HOGAR FOUNDATION reserves, in the events contemplated by law and in its internal statutes, the power to maintain and catalog certain information that rests in its databases, as confidential in accordance with current legal regulations, its statutes and internal regulations.

The MUJER Y HOGAR FOUNDATION will proceed in accordance with the current law and the regulations issued by the National Government of Colombia for this purpose, to register its databases, before the National Registry of Databases (RNBD for its acronym in Spanish) that will be administered by the Superintendency of Industry and Commerce.

The RNBD is the public directory of databases subject to treatment that operate in Colombia; and it can be freely consulted by citizens, in accordance with the regulations issued by the National Government for this purpose.

1.15 INFORMATION SECURITY AND SECURITY MEASURES

In compliance with the principle of security established by law, the MUJER Y HOGAR FOUNDATION will adopt the technical, technological, human and administrative measures that are appropriate to provide security to the records, avoiding their adulteration, loss, unauthorized or fraudulent consultation, use or access.

1.16 INTERNATIONAL TRANSFER AND USE OF PERSONAL DATA AND PERSONAL INFORMATION BY THE MUJER Y HOGAR FOUNDATION

The MUJER Y HOGAR FOUNDATION, in compliance with its internal regulations, and taking into account the nature of the permanent or occasional relationships that any holder of personal data may have with the MUJER Y HOGAR FOUNDATION, may carry out the transfer and transmission, even international, of all personal data, as long as the applicable legal requirements are met. Consequently, the holders, with the acceptance of this policy, expressly authorize the transfer and transmission, even internationally, of personal data. The data will be transferred, for all relations that may be established with the MUJER Y HOGAR FOUNDATION.

For the international transfer of holders' personal data, the MUJER Y HOGAR FOUNDATION will take the pertinent measures so that third parties are aware of and undertake to observe this policy, under the understanding that the personal information they receive may only be used for matters directly related to the MUJER Y HOGAR FOUNDATION and only while it lasts and may not be used or destined for a different purpose. For the international transfer of personal data, the provisions of article 26 of Law 1581 of 2012 will be observed and hereinafter those that add or modify it.

The international transfers of personal data carried out by the MUJER Y HOGAR FOUNDATION, will not require to be informed to the holder or have their consent when there is a personal data transmission contract in accordance with article 25 of Decree 1377 of 2013 and hereinafter those that the add or modify.

The MUJER Y HOGAR FOUNDATION may exchange personal information with

government or other public authorities (including, among others, judicial and/or administrative authorities, tax authorities and criminal, civil, administrative, disciplinary and tax investigation bodies), and third party participants in civil legal proceedings and their accountants, auditors, attorneys, and other advisors and representatives, when it is necessary or appropriate:

1. To comply with applicable laws, including laws other than those of the country of residence.
2. To comply with legal processes.
3. To respond to requests from government and public authorities, and to respond to requests from government and public authorities other than those of the country of residence.
4. To enforce internal terms and conditions.
5. To protect internal operations.
6. To protect our rights, privacy, safety or property, those of the holder or that of others.
7. To obtain the applicable compensation or limit the damages that may affect the MUJER Y HOGAR FOUNDATION.

1.17 RESPONSIBLE AND IN CHARGE OF PERSONAL DATA PROCESSING

The MUJER Y HOGAR FOUNDATION will be responsible for the processing of personal data. The administrative coordination will be in charge of processing personal data, on behalf of the MUJER Y HOGAR FOUNDATION.

1.18 VALIDITY

This directive of the MUJER Y HOGAR FOUNDATION is in force as of July 15, 2015 and nullifies the internal regulations and/or special manuals that could have been adopted by administrative authorities in the MUJER Y HOGAR FOUNDATION.

2 COOKIE POLICY

The **MUJER Y HOGAR FOUNDATION** uses **cookies** and other identification data to improve the online experience. By using our website you accept the conditions of use.

3 TERMS AND CONDITIONS

The MUJER Y HOGAR FOUNDATION, identified with Nit. Number 804010525-4, a **non-profit organization** with **social purposes**, through this section invites its subscribers: sponsorship, occasional and permanent volunteers, aid workers, allies, and donors, to know the **terms and conditions** as subscribers.

The Mujer y Hogar Foundation communicates that as regards **donors, strategic allies, suppliers, volunteers, benefactors and third parties** in general who have provided their personal data, the following are accepted:

Volunteer: is any natural person who freely and responsibly, without receiving any remuneration, offers time, work and talent for the construction of the common good individually or collectively, public or private organizations or outside of them. As compensation, the volunteer receives training, accumulates experience that increases their knowledge, their work or professional profile.

Benefactor: is any natural or legal person who does good or provides help to another or others in a disinterested manner.

Donors: is any natural or legal person who realizes a donation in money or in kind in favor of a cause or person.

Strategic ally: is any legal entity that establishes an occasional relationship with an institution, company and/or non-profit organization to achieve specific objectives within the framework of a project, activity or program.

Suppliers: is any legal person that provides goods or services to another in order to meet a need.

Third parties: is any natural or legal person with interests in the objectives and services of an institution, company, organization or service, without a legal relationship arising from them.

3.1 CONDITIONS FOR THE SPONSORSHIP OF FAMILIES BENEFITED BY THE MUJER Y HOGAR FOUNDATION

The objective of this section is to establish the conditions of SPONSORSHIP FOR FAMILIES BENEFITED BY THE MUJER Y HOGAR FOUNDATION, when subscribing as a godfather, godmother or benefactor, and to establish the way in which your monthly contribution can be used in a legally binding manner (rights and obligations).

The sponsor or benefactor when subscribing to the SPONSORSHIP OF FAMILIES BENEFITED BY THE MUJER Y HOGAR FOUNDATION, will hereinafter be defined as the **BENEFACTOR**.

The sponsor or benefactor, that contributes when subscribing to the SPONSORSHIP OF FAMILIES BENEFITED BY THE MUJER Y HOGAR FOUNDATION, commits in the terms established in the values (currency: colombian peso, US dollar or euro) and subscription time to:

1. contribute monthly through the collect channels of the Mujer y Hogar Foundation in favor of the families benefited by the Foundation.

2. the **BENEFACTOR** declares that all his/her monthly contributions are the product of lawful activities. If contrary to them, the contributor will be subject to the prosecution of the crime, the legal sanctions and sentences established by Colombian Law.
3. use the information, images and/or photographs of the family that benefits from their monthly contributions, sent to the sponsor or benefactor by the MUJER Y HOGAR FOUNDATION, only for the purposes of the relationship between the beneficiary family and the contributor. You may not reproduce all or part of the information, images, and/or photographs for marketing, advertising campaigns, charity events and/or other different use that has no relation with the objective of monitoring the impact on families with their economic contribution and establish and strengthen the relationship between the beneficiary family and the BENEFACTOR.
4. The BENEFACTOR, when s/he wishes, may withdraw from the SPONSORSHIP PROGRAM FOR FAMILIES BENEFITED BY THE MUJER Y HOGAR FOUNDATION as long as s/he states his/her decision in writing (mail) through the official communication channels of the foundation contact@fundacionmujeryhogar.org 30 business days prior to the date you wish to be formally disassociated, the date on which the monthly contributions will cease to be debited, if applicable.
5. The BENEFACTOR accepts that s/he voluntarily, freely and consciously states that his data and photographs are used for the purposes established in the data processing and image use policy of the Mujer y Hogar Foundation.
6. The BENEFACTOR is bound by the Colombian rights and obligations of Habeas Data and use of image when subscribing.

The Mujer y Hogar Foundation, with the subscription of the contributor, undertakes to:

1. Comply with the delivery of the remuneration established in the descriptive part of the SPONSORSHIP PROGRAM FOR FAMILIES BENEFITED BY THE FOUNDATION.
2. Do not deliver without prior express authorization by the contributor, any

type of information or personal data to the beneficiary families.

3. It is only responsible for the information and content exchanged through the digital channels enabled by the Foundation for the purposes of communication and monitoring of the progress of the program. It is not responsible for the communications, content and information shared between THE BENEFACTOR and the benefited family, in different communication channels established by the foundation.

For the purposes of this document, it is understood that it will be regulated and protected by the current legal norms that regulate the matter in Colombia and the international norms that are binding on the Colombian legal system.

Nothing in this document or in the subsequent actions will be interpreted as a waiver, implicit or explicit, of any of the prerogatives and immunities of the Foundation and of the legal framework that regulates and controls them. This policy and document was approved by the legal representative of the Mujer y Hogar Foundation on August 1, 2022 and comes into force as of its publication in the official channels of the Foundation.

ANNEX 1. PRIVACY NOTICE MODEL

The MUJER Y HOGAR FOUNDATION: the Mujer y Hogar Foundation is a non-profit organization, located in Bucaramanga, Colombia.

How to contact us

Office address: Calle 91 No. 24 - 117 Diamante II - Bucaramanga

Email: contact@fundacionmujeryhogar.org

Telephone: (+57) 607-6313928

In compliance with Law 1581 of 2012, Decree 1377 of 2013 and other regulations that add, modify or abrogate, we inform all holders of Personal Data of this privacy notice (the "Notice") in order to inform them that the MUJER Y HOGAR FOUNDATION has created an Information Treatment Policy (the "Policy") which defines, among others, the principles that it will comply with when collecting, storing, using, transferring, transmitting and carrying out any activity or operation with personal data (the "Treatment"). Your personal data will be included in a database and will be used directly or through designated third parties, among others, and in a merely enunciative manner for the following direct and indirect purposes related to the object and purposes of the MUJER Y HOGAR FOUNDATION:

a) Achieve efficient communication related to our services, and other activities related to the functions of the MUJER Y HOGAR FOUNDATION as a non-profit organization, alliances, studies, content, as well as other companies that have a direct or indirect relationship, and to facilitate general access to their information; provide our services;

b) Inform about new services that are related to those offered or held by the MUJER Y HOGAR FOUNDATION;

c) Comply with obligations contracted with our contractors, contracting parties, clients, suppliers, and employees;

d) Inform about changes in the services of the MUJER Y HOGAR FOUNDATION;

e) Evaluate the quality of the service, and carry out internal studies on consumption habits of the services and products offered by the MUJER Y HOGAR FOUNDATION.

In the Policy you will be able to consult what are the sensitive data that the MUJER Y HOGAR FOUNDATION will collect and under what circumstances. It is important that you take into account that the authorization for the processing of sensitive data is optional on your part.