

THT
the talent system

**INTERNAL MANUAL OF POLICIES AND PROCEDURES TO GUARANTEE
THE PROCESSING OF PERSONAL DATA**

THT THE TALENT SYSTEM S.A.S.

SEPTEMBER 2016

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I. INTRODUCTION

The guidelines and regulations defined in the laws issued indicate the processing that should be made of the personal information of anyone who has a relationship with the companies, whether client, supplier or employee of the same, for compliance with laws and regulatory decrees, this Policy Manual for the Processing of Personal Data is established provides for the handling of acceptance requests, consultations and complaints related to the processing of this type of information.

II. OBJECTIVE

This document establishes the Internal Manual of Policies and Procedures for the Processing of Personal Data for the company THT THE TALENT SYSTEM S.A.S.

The Internal Manual of Policies and Procedures for the Processing of Personal Data has been drawn up in accordance with the guidelines set out in the applicable regulations in force on the subject and shall apply to all the databases where personal information is stored and which are processed by the company THT THE TALENT SYSTEM S.A.S. (hereinafter referred to as THT or THE COMPANY).

III. SCOPE

These policies apply to the processing of personal information of all those who have a relationship with THE COMPANY, whether they are third parties (including clients and suppliers) or employees of the same, as provided by law.

IV. APPLICABLE REGULATIONS

The most important aspects to take into account according to the data protection laws in Colombia are Law 1581 of 2012, Decree 1377 of June 27, 2013, Decree 886 of 2014 and other regulations that modify, add or complement the add or complement the additions or supplements which must be applied in THT THE TALENT SYSTEM S.A.S.

Law 1581 of 2012 constitutes the general framework for the protection of personal data in Colombia.

NOTE: To the extent that the decree(s) incorporate changes that modify the aforementioned laws, this Manual will be adjusted accordingly.

V. CONTENT OF THE INTERNAL MANUAL OF POLICIES AND PROCEDURES FOR THE PROCESSING OF PERSONAL DATA

1. General data of THT THE TALENT SYSTEM S.A.S. as responsible for the processing
2. Objectives of the Internal Manual of Policies and Procedures for the Processing of

Personal Data

3. To whom is the Internal Manual of Policies and Procedures for the Processing of Personal Data addressed
4. Scope of application
5. Important definitions in data processing
6. Guiding principles for the processing of personal data
7. Databases
8. Authorization of the Data Subject for data processing
9. Authorization of the Data Subject for the processing of sensitive data
10. Use and purpose of personal data processing
11. Privacy Notice
12. Revocation of the authorization and/or deletion of the Data
13. Rights of Data Subjects.
14. Procedure for the exercise of rights as a Data Subject
15. Duties of THT THE TALENT SYSTEM S.A.S. as controller
16. Safety measures applied to the processing of databases
17. Unit in charge of the processing of the Data Subjects' requests, inquiries and complaints.
18. Modification of the processing policy
19. Entry into force of the processing policy

VI. PERSONAL DATA PROCESSING POLICIES

1. General data THT THE TALENT SYSTEM S.A.S. as responsible for the processing of Personal Data

Registered Name: **THT THE TALENT SYSTEM S.A.S.** with TIN (Taxpayer ID Number) 900059124 - 4

Domicile: Carrera 23 # 120 - 45 Bogotá Colombia

City: Bogotá – Colombia

Telephone: (57 1) 6298221

E-mail: administrativo@tht.company

Website: <http://tht.company/>

2. Objectives of the Personal Data Processing Policy Manual

The purpose of this Manual is to protect the constitutional right of all persons to know, update and rectify the information that has been collected about them in the databases or files owned by **THT THE TALENT SYSTEM S.A.S.** or whose processing has been entrusted to **THT THE TALENT SYSTEM S.A.S.**, in development and compliance with its corporate purpose, as well as the other rights, freedoms and constitutional guarantees referred to in articles 15 (right to privacy) and 20 (right to information) of the Political Constitution of Colombia.

In this Personal Data Processing Policy Manual, you will find the legal and corporate guidelines under which **THT THE TALENT SYSTEM S.A.S.** carries out the processing of your data, the purpose, your rights as Data Subject, as well as the internal and external procedures that exist for the exercise of such rights before **THT THE TALENT SYSTEM S.A.S.**

The company **THT THE TALENT SYSTEM S.A.S.** understands data protection to mean all those measures taken at a physical, technical and legal level to guarantee that the information of the Data Subjects - natural persons - (clients, former employees, suppliers, creditors, etc., of **THT THE TALENT SYSTEM S.A.S.**) registered in the COMPANY's database, is safe from any attack or attempt to access it by unauthorized persons, as well as that its use and conservation is adequate for the purpose established for the collection of the Personal Data.

The purpose of this Manual is to comply with current legislation on data protection, especially Law 1581 of 2012, Decree 1377 of 2013, Decree 886 of 2014, Resolution 886 of 2014 (and other regulations that modify, add to, complement or develop them).

3. To whom the personal data processing policy is addressed

This Personal Data Processing Policy is addressed at all natural persons who have or have had a relationship with **THT THE TALENT SYSTEM S.A.S.**, namely suppliers, employees, former employees, current and potential clients, both active and inactive, or any third party whose Personal Data is included in the **THT THE TALENT SYSTEM S.A.S.** Databases.

4. Scope of Application

The scope of application of this Manual, in accordance with Law 1581 of 2012, will be the data of natural persons registered in all the databases owned by **THT THE TALENT SYSTEM S.A.S.** or whose processing has been entrusted to them.

This Manual shall apply to the processing of personal data carried out in Colombian territory or when **THT THE TALENT SYSTEM S.A.S.**, in its capacity as the person Responsible for or in charge of the Processing of the data, ceases to be domiciled in the national territory, but nevertheless, Colombian legislation is applicable to it by virtue of international regulations and treaties.

The personal data protection regime established in this Manual will not be applicable to:

- a) Databases or files maintained exclusively in a personal or domestic environment When these Databases or files are to be provided to third parties, the Data Subject must be previously informed and his/her authorization requested. In this case the Responsible and in charge of the databases and files will be subject to the dispositions contained in the Habeas Data law.
- b) Databases and files that have the purpose of national security and defense, as well as the prevention, detection, monitoring and control of money laundering and financing of terrorism.
- c) Databases for the purpose of and containing intelligence and counter-intelligence information
- d) Databases and archives of journalistic information and other editorial content
- e) Databases and files regulated by Act 1266 of 2008.
- f) Databases and archives regulated by Law 79 of 1993.

5. Important definitions in the data processing

For the interpretation of the policies and application to the rules contained in this Manual, we ask you to consider the following definitions:

- **Authorization:** Prior, express and informed consent of the Data Subject to carry out the Processing of personal data.
- **Privacy Notice:** Verbal or written communication generated by the Controller (being the person in charge of THE COMPANY,) addressed to the Data Subject for the Processing of his/her personal data, by which he/she is informed about the existence of the information Processing policies that will be applicable to him/her, the way to access them, and the purposes of the Processing that is intended to be given to the personal data.
- **Data Base:** Organized group of personal data that shall be the object of Processing.
- **Data successor-in-title:** person who has succeeded another due to the death of the latter (heir).
- **Personal Data:** Any information linked or that can be associated with one or more determined or determinable natural persons.
- **Private Data:** Private data is that information that, due to its intimate or reserved nature, is only relevant to the Data Subject.
- **Semi-private data:** Semi-private data is information that is not of an intimate or reserved nature, nor public, and whose knowledge or disclosure may be of interest not only to the Data

Subject, but also to a certain sector of persons or society in general, such as financial and credit data.

- **Public Data:** This is data that is not semi-private, private or sensitive. Public data are considered, among others, data related to the marital status of individuals, their profession or trade and their status as merchants or public servants. By its nature, public data may be contained, among others, in public registers, public documents, official gazettes and bulletins and duly executed court rulings that are not subject to reservation.
- **Sensitive Data:** Those data that affect the privacy of the Data Subject or whose improper use may generate discrimination, such as data revealing racial or ethnic origin, political orientation, religious or philosophical beliefs, membership in trade unions, social organizations, human rights or that promote the interests of any political party or that guarantee the rights and guarantees of political opposition parties, as well as data relating to health, sex life, and biometric data.
- **Biometric Data:** Those physical, biological or behavioral traits of an individual that identify him/her as unique from the rest of the population such as Fingerprints, DNA analysis.
- **Employee:** A natural person who, by virtue of an employment contract, undertakes to provide a personal service to another natural or legal person, under the continued dependence or subordination of the latter and for a payment or compensation.
- **Ex-employee:** Natural person who was linked to **THE COMPANY** under employment contract.
- **Data Processor:** Natural or legal person, public or private, who by himself/herself or in association with others, carries out the processing of personal data on behalf of the Responsible for the Processing.
- **Responsible for the Processing:** Natural or legal person, public or private, who by himself/herself or in association with others, decides about the data base and/or the Data Processing.
- **Processing Policy:** Refers to this document, as a personal data processing policy applied by **THE COMPANY** in accordance with the guidelines of current legislation on the subject.
- **Supplier:** For the purposes of this document, any natural or legal person that sells any product or provides services to **THE COMPANY** under a contractual relationship.
- **Data Subject:** Natural person whose personal data are subject to processing, whether employees, former employees, suppliers, active or inactive clients of **THE COMPANY** or anyone who provides personal data to **THE COMPANY**.
- **Processing:** Any operation or set of operations on personal data, such as collection, storage, use, circulation or removal.
- **Transfer:** The transfer of data takes place when the person responsible and/or in charge of the processing of personal data, located in Colombia, sends the information or personal data to a recipient, who in turn is the person responsible for the processing and is located inside or outside the country.

- **Transmission:** Processing of personal data that implies the communication of the same within or outside the territory of the Republic of Colombia when it has as its object the carrying out of a processing by the person in charge on behalf of the Responsible one.
- **Visitor:** person(s) who are in a place for less than 8 hours without exercising an activity that is remunerated in the place visited.

6. Guiding principles for the processing of personal data

Law 1581 establishes in Article 4 that the following principles govern the processing of your personal data and that the company **THT THE TALENT SYSTEM S.A.S.**, as an entity that respects the law, will comply with:

- **•Rule of Law:** The Processing of personal data is a regulated activity that must be subject to the provisions of Law 1581 of 2012 in Decree 1377 of 2013 and other provisions that develop them.
- **•Principle of Purpose:** The Processing of personal data must obey a legitimate purpose in accordance with the Constitution and the Law, which must be informed to the Data Subject.
- **•Principle of Freedom:** The Processing of personal data may only be exercised with the prior, express and informed consent of the Data Subject. Personal data may not be obtained or disclosed without prior authorization, or in the absence of a legal or judicial mandate that relieves the consent.
- **•Truth or Quality Principle:** The information subject to processing must be true, complete, accurate, updated, verifiable and understandable. The processing of partial, incomplete, fragmented or misleading data is prohibited.
- **•Principle of Transparency:** The Processing must guarantee the right of the Data Subject to obtain from the Responsible or the person in charge of the processing, at any time and without restriction, information about the existence of data concerning him/her.
- **•Principle of Access and Restricted Circulation:** The Processing is subject to the limits that derive from the nature of the personal data, from the provisions of the law and the Constitution. In this sense, the Processing may only be carried out by persons authorized by the Data Subject and/or by the persons provided for by law. Personal data, except for public information, may not be made available on the Internet or other means of dissemination or mass communication, unless access is technically controllable in order to provide restricted knowledge only to Data Subjects or third parties authorized by law.
- **•Principle of Data Limited Use:** once the purpose for which the personal data was collected and/or processed has been exhausted, the person responsible or in charge will cease to use it.
- **•Security Principle:** The information subject to Processing by the Responsible for Processing or Person in Charge of Processing shall be handled with the technical, human and administrative measures necessary to provide security to the records, avoiding their adulteration, loss, consultation, unauthorized or fraudulent use or access.
- **•Principle of Confidentiality:** All persons involved in the processing of personal data that are not of a public nature are obliged to guarantee the confidentiality of the information, even after their relation with any of the tasks involved in the processing has ended. They may only provide or communicate personal data when this corresponds to the performance of activities authorized by law and under the terms of the same.

Duty to inform: the company **THT THE TALENT SYSTEM S.A.S.** will inform the Data Subjects of the personal data, as well as those responsible for and in charge of the processing, of the data protection regime adopted, as well as the purpose and other principles that regulate the processing of these data. The company **THT THE TALENT SYSTEM S.A.S.** will also inform about the existence of the personal data bases that it keeps, the rights and the exercise of the habeas data by the Data Subjects, proceeding to the registration that the law requires.

7. Databases

7.1. Databases in which the company THT THE TALENT SYSTEM S.A.S. acts as the Responsible for and in charge of the processing:

In the Processing of the data contained in the following Databases, the company THT THE TALENT SYSTEM S.A.S. acts both as "**Responsible**", since it is they who collect the information and take the decisions on the Processing of the data, as "**Manager**", insofar as it is they who carry out the Processing of the data.

The following are the 4 Data Bases on which **THT THE TALENT SYSTEM S.A.S.** carries out the processing of personal information:

7.1.1. Database of current clients:

Description

Although the main clients are legal entities that contract the services of THE COMPANY in human talent consultancy, this database compiles the information of the natural persons that contract the services of THE COMPANY. So this database corresponds to those individuals who acquire business consulting services for the development of tools in the area of human resources, marketing services and products to improve organizational skills and other services provided by THE COMPANY in developing its corporate purpose.

This database also includes information on some natural persons who enter the page <http://tht.company/> and provide their data authorizing THT to process their data. The above without prejudice to the fact that in most of these cases THT acts as responsible of these data, since it has executed service agreements with its clients for consultancy in human talent.

This database is managed by the Services Area, the Commercial Area, the Technology Area and the Administration Area.

Content

This database contains the following personal information: Name, Identification Number, Address, Department (State), City (Municipality), Country, Region, Address, Contact, Position, E-mail, Cell Phone and Fixed Phone, test results and contacts.

This database also includes the information of certified persons who are professionals in the area of psychology of the clients who have provided the following personal data: Name, mail, date of birth, identity card, company, position, cell phone, telephone, Skype ID, authorization of habeas data to send information of interest, date, signature.

How the data are collected

The information of the clients is obtained from the service agreements made with the client after purchase or directly from them. Information on certified individuals is obtained in training sessions by filling out the forms.

Data capture is done through questionnaires for people, positions, teams.

Purpose

The information contained in this database is intended to allow THE COMPANY to provide its advisory services in human talent, business consulting for the development of methodologies in human resources, services for improving organizational skills and other similar activities provided by THE COMPANY.

So this database is intended to keep track of the clients that THT handles and their respective contact details and to have a record of clients who have access to the service offered by THT.

The client database also aims to send them news and content related to the services provided by THT. In turn, the information on certified persons is intended to include people in THT's monthly newsletters.

Processing

The personal information contained in this database is subject to collection, client approval, storage, use, parametrization in the platform, internal circulation, transfer to the CRM and deletion of data.

The information contained in this database is saved in an Excel file, in Zoho CRM, physical and in the THT platform. It is important to highlight that the information stored in the System and in the company's servers has limited access. The information of certified people is stored in physical in AZ, in THT's offices.

The information is processed according to the different modules and algorithms designed, normalized and validated by THT.

The information is stored in the Data Center contracted with THT, allows the information to be consulted by means of controlled accesses using keys that are duly validated and updated by THE COMPANY'S clients.

Regarding **security** measures, THE COMPANY has implemented restrictions in the creation, manipulation and visualization of data. THT makes daily copies of the information, performs maintenance on its computer equipment, provides specialized training to its team of engineers and legally guards the control over the data.

Similarly, the organizations of THT's clients have the option of making periodic changes to access codes in accordance with their security policy. The requested access tests have an expiration date so that if a person requests a test and a certain amount of time passes without applying it, it cannot be completed without it.

It is important to note that the information may be deleted at the request of the Data Subject. For the deletion of data, the informed consent of the natural person who applied it must be obtained and the client organization from which the person accessed the THT platform must be informed.

Likewise, THE COMPANY has established confidentiality policies and employees' commitment to data processing. Finally, it is important to note that this database complies with the general purposes set out in section 10 of this Manual.

Validity

The personal information contained in this database is kept for the duration of the business relationship with the client plus an additional period of 10 years. It is important to note that this database is complemented by the archiving policies of THE COMPANY.

7.1.2. Database of potential clients:

Description

Although the main clients are legal entities that contract the services of THE COMPANY in human talent consultancy, this database compiles the information of the natural persons that contract the services of THE COMPANY. So this database corresponds to those individuals who acquire business consulting services for the development of tools in the area of human resources, marketing services and products to improve organizational skills and other services provided by THE COMPANY in developing its corporate purpose.

This database also includes information on some natural persons who enter the page <http://tht.company/> and provide their data authorizing THT to process their data. The above without prejudice to the fact that in most of these cases THT acts as responsible of these data, since it has executed service agreements with its clients for consultancy in human talent.

This database is managed by the Services Area, the Commercial Area, the Technology Area and the Administration Area.

Content

This database contains the following personal information: Name, Identification Number, Address, Department (State), City (Municipality), Country, Region, Address, Contact, Position, E-mail, Cell Phone and Fixed Phone, test results and contacts.

This database also includes the information of certified persons who are professionals in the area of psychology of the clients who have provided the following personal data: Name, mail, date of birth, identity card, company, position, cell phone, telephone, Skype ID, authorization of habeas data to send information of interest, date, signature.

How the data are collected

The information of the clients is obtained from the service agreements made with the client after purchase or directly from them. Information on certified individuals is obtained in training sessions by filling out the forms.

Data capture is done through questionnaires for people, positions, teams.

Purpose

The information contained in this database is intended to allow THE COMPANY to provide its advisory services in human talent, business consulting for the development of methodologies in human resources, services for improving organizational skills and other similar activities provided by THE COMPANY.

So this database is intended to keep track of the clients that THT handles and their respective contact details and to have a record of clients who have access to the service offered by THT.

The client database also aims to send them news and content related to the services provided by THT. In turn, the information on certified persons is intended to include people in THT's monthly newsletters.

Processing

The personal information contained in this database is subject to collection, client approval, storage, use, parametrization in the platform, internal circulation, transfer to the CRM and deletion of data.

The information contained in this database is saved in an Excel file, in Zoho CRM, physical and in the THT platform. It is important to highlight that the information stored in the System and in the company's servers has limited access. The information of certified people is stored in physical in AZ, in THT's offices.

The information is processed according to the different modules and algorithms designed, normalized and validated by THT.

The information is stored in the Data Center contracted with THT, allows the information to be consulted by means of controlled accesses using keys that are duly validated and updated by THE COMPANY'S clients.

Regarding **security** measures, THE COMPANY has implemented restrictions in the creation, manipulation and visualization of data. THT makes daily copies of the information, performs maintenance on its computer equipment, provides specialized training to its team of engineers and legally guards the control over the data.

Similarly, the organizations of THT's clients have the option of making periodic changes to access codes in accordance with their security policy. The requested access tests have an expiration date so that if a person requests a test and a certain amount of time passes without applying it, it cannot be completed without it.

It is important to note that the information may be deleted at the request of the Data Subject. For the deletion of data, the informed consent of the natural person who applied it must be obtained and the client organization from which the person accessed the THT platform must be informed.

Likewise, THE COMPANY has established confidentiality policies and employees' commitment to data processing. Finally, it is important to note that this database complies with the general purposes set out in section 10 of this Manual.

Validity

The personal information contained in this database is kept for the duration of the business relationship with the client plus an additional period of 10 years. It is important to note that this database is complemented by the archiving policies of THE COMPANY.

7.1.3. Supplier Database

Description

Although most suppliers are legal entities, this database corresponds to the personal information that is collected on the natural persons who provide services or sell products to THE COMPANY. This database is managed by the Administrative area and by the External Accountants of THE COMPANY.

Content

This database contains the following personal information: Full name, identification document, address, telephone number, banking information and tax information. Email, name of the organization, number of collaborators and country are also collected.

How the data is collected?

The information is obtained directly through the Supplier Registration Form, through the RUT [Taxpayer ID Number], the information from the Chamber of Commerce, the copy of the identification document and the bank certification. This format includes the respective authorization of the Data Subject for the processing of personal data.

Purpose

The information contained in this database is intended to create the supplier in the system of THE COMPANY, to comply with the obligations arising from the business relationship, make payments, make bank transfers associated with the services provided or products sold to THE COMPANY, submit exogenous information to the DIAN [National Customs and Tax Direction] and Public Tax Administration, in accordance with the provisions of Colombian regulations and contact them to hire again.

Processing

Personal information contained in this database is collected, stored, used and circulated.

This database is entered into the SIIGO System and is stored in the company's servers that are authorized to store this information. In addition, this information is stored in the computer of the administrative Coordinator in the SIIGO accounting system. These servers have limited access by users.

Regarding **security** measures, THE COMPANY has implemented restrictions in the creation, manipulation and visualization of data. THT makes daily copies of the information, performs maintenance to its computer equipment, provides specialized training to its team of engineers and legally guards the control over the data.

Likewise, THE COMPANY has established policies of confidentiality and commitment of the employees for the processing of the personal information of third parties. Finally, it should be noted that this database complies with the general purposes set out in section 10 of this Manual.

Validity

This database is valid for the duration of the business relationship with the supplier plus an additional period of 10 years. Likewise, a historical file of the suppliers that have been linked to THE COMPANY is kept. It is important to bear in mind that THE COMPANY has an Archiving Policy. So that the temporality of this database is consistent with the Archiving Policy.

7.1.4. Database of active and retired employees:

Description:

This database contains the information collected on employees (linked through employment contracts), intern students (linked through apprenticeship and practice contracts governed by a framework agreement between Cavelier and the respective university) and is managed by the Administrative area of THE COMPANY.

This database also includes information on retired employees with whom the company does not have a current employment contract.

Content:

The personal information contained in this database contains the following personal data: name, last name(s), citizenship card, place of issue, date and place of birth, marital status, place of residence, address, fixed and mobile phone numbers, city, user name for access to the platform, salary, date of

entry, date of medical examination, pension fund, EPS [Health Care Provider], severance fund, data on family members including children and adolescents in the first degree of consanguinity, photographic records and biometric record (fingerprint), occupation, position, formal and certified academic information, level of studies, degree obtained, date of completion, name of the institution, other studies, languages, work experience, special medical conditions, position held, name of the company, telephone number, name of the immediate boss, date of start, date of withdrawal, details of the person to contact in case of emergency, name, relationship, company, position, section, type of relationship, working hours, basic salary, bank account number for payroll, bank and city.

Additionally, certain sensitive data is collected: data on minors, photographic records and biometric registration (fingerprints).

How the data are collected

THE COMPANY collects the information contained in this database regarding the recruitment process, the resume or curriculum vitae, the registration of the Cavelier Abogados website and by email. The data is requested from the Data Subjects through the employment contract or service provision and through the Curriculum Vitae format.

Purpose

The above-mentioned data is collected in order to comply with the obligations derived from the employment contract, among which are, the take care of applications, the generation of certificates and evidences, the affiliation to the entities of the Social Protection System, the performance of Labor Welfare activities, the gathering of accounting records, the reports to control and surveillance authorities, contact with the employee, causing taxes, communication in case of absence, among other administrative and contact purposes.

Sensitive data such as fingerprints are used for information related to the worker's health, it is used in cases of emergency, or for reporting before the Health Social Security System and **in order to register times, check-ins and check-outs.**

Processing

The processing of this database by THE COMPANY in its capacity as the responsible and entrusted party includes processing in a physical and electronic file, the collection, storage, use, circulation and updating. The data is also used to send reports to the administrative entities that request it, based on the rules of the Social Security System and complementary rules.

Regarding security measures, and in accordance with the state of technology, the data stored and the risks to which they may be exposed, THE COMPANY has adopted security, administrative, technical and physical measures to protect personal data against damage, loss, alteration, destruction or unauthorized use, access or processing.

It is also important to emphasize that the information is not used to offer services or products of third parties. The information contained in this database is for the exclusive use of **THE COMPANY**. Additionally, this database complies with the general purposes set forth in section 10 of this Manual.

Validity

This Database will be in force as long as the employment relationship between the employee and THE COMPANY exists, and for pension contribution matters, the information is kept for ninety (90) more years as from the contract liquidation date. THE COMPANY also keeps the information in a historical file of the people who have been linked to THE COMPANY.

7.2. Databases in which Special Data are collected

7.2.1. Sensitive databases

For the purposes of handling Sensitive Data, **THE COMPANY** has obtained the corresponding authorization from the Data Subjects whose information is based on its Databases and will obtain the authorization beforehand, whenever new data is involved.

For the processing of sensitive data, **THE COMPANY** has complied with the following obligations:

- Informed the Data Subject that since it is Sensitive Data, it was not obliged to authorize its processing.
- Informed the Data Subject which data are Sensitive and the purpose of the Processing.
- **THE COMPANY** does not condition any activity to the supply of Sensitive Data by the Data Subject.

7.2.2. Personal Data Base

This database is described in section 7.1 of this Manual.

7.3. Registration of the databases

In accordance with the provisions of Decree 886 of 2014, the above-mentioned databases will be registered in the National Database Registry.

8. Authorization of the Data Subject for data processing

In accordance with Article 5 of Decree 1377 of 2013, **THE COMPANY** as the Responsible for the Processing of data has prepared an "**Authorization for the Processing of Personal Data**" form and has adopted procedures to request, no later than the time of collection of personal data, the authorization for the Processing of such data and to inform which will be the personal data that will be collected as well as all the specific purposes of the Processing for which the relevant consent is obtained.

Personal data that are in publicly accessible sources, regardless of the means by which they are accessed, may be processed by **THE COMPANY**, provided that, by their nature, they are Public Data.

It will be understood that the authorization granted by the Data Subject to **THE COMPANY**, complies with the requirements demanded by the applicable legislation in force, when it is manifested: • In writing • Orally • By means of unequivocal conducts of the Data Subject that allow to conclude in a reasonable way that the respective authorization was granted to **THE COMPANY**. In no case the silence of the Data Subject will be assimilated by **THE COMPANY** as an unequivocal conduct.

THE COMPANY has established channels so that the Data Subject can, at any time, request, as Responsible of in Charge of the Processing, the deletion of his/her personal data and/or revoke the authorization that he/she has given us for the Processing of the same.

9. Authorization of the Data Subject for the Processing of Sensitive Data

In the Processing of sensitive personal data, when such Processing is possible in accordance with the provisions of Article 6 of Law 1581 of 2012, **THE COMPANY** shall comply with the following obligations:

9.1. Inform the Data Subjects that since it is about sensitive they are not obliged to authorize its Processing.

9.2. To inform the Data Subject explicitly and in advance, in addition to the general requirements of authorization for the collection of any type of personal data, which of the data to be processed are sensitive and the purpose of their Processing, and also to obtain his/her express consent.

None of the activities carried out by **THE COMPANY** is or will be conditional on the Data Subject providing his/her sensitive personal data.

10. Use and purpose of personal data processing

THE COMPANY, as an entity that respects people's privacy, recognizes that the Data Subject of the personal data has the right to have adequate elements that guarantee it, taking into account in any case its responsibilities, rights and obligations.

By virtue of the relationship that has been or will be established between the Data Subject of the personal data and **THE COMPANY**, it is important that the latter knows that **THE COMPANY** collects, registers, stores, uses the personal data of the Data Subject, for its own use with the purposes that were requested or by requirements of the public entities.

The Personal Data of the Data Subject are used by **THE COMPANY** for: • Execute the activities of **THE COMPANY** to fulfill its social object, all of which will be done based on the purpose of the Database in which the Personal Data of the Data Subjects are stored. • To offer you the products,

services and or benefits that seek to meet the needs of the Data Subjects, or the products and services of **THE COMPANY** which can be done by physical means or through emails and/or mobile stations.

- Send the information to government entities as required by law.
- Consult information in the control lists (National and International Lists), consult the CIFIN, the information centers, Clinton List, Attorney General's Office, Comptroller General's Office, National Police, DIJIN in order to preserve the trust and transparency between the Data Subject of the Data and **THE COMPANY**
- Support external and internal auditing processes
- For the execution of processes of judicial and extrajudicial nature in the cases allowed by the Statutes and Regulations of **THE COMPANY**.
- To register the information of Employees, former employees, suppliers, clients (active and inactive) in the databases of **THE COMPANY**, for the sending of contractual, commercial and mandatory information where applicable.
- To verify references of employees, former employees, suppliers, clients (active and inactive) in the databases.
- With respect to the collection and processing of data carried out by means of automated mechanisms in order to generate records of visitor activity and audience records, **THE COMPANY** may only use such information for the preparation of reports that meet the objectives indicated. Under no circumstances may it carry out operations that involve associating this information with any identified or identifiable user.

The Personal Data will be used by **THE COMPANY** only for the purposes indicated herein, therefore, **THE COMPANY** will not sell, license, transmit or disclose the Personal Data, unless:

- The Data Subject expressly authorizes to do so - The Data Subject's information is related to a merger, consolidation, acquisition, disinvestment or other restructuring process of **THE COMPANY**
- Is permitted by law.

For the internal handling of the Data, these may be known by the authorized staff of **THE COMPANY**, which includes the General Assembly of Shareholders, the Board of Directors, the Tax Auditing, the Presidency, the Vice-Presidencies and the Managements.

THE COMPANY may subcontract third parties for the processing of certain functions or information. When this occurs, such third parties shall be obliged to protect the Personal Data in the terms required by law and in their capacity as Responsible for handling **THE COMPANY'S** Databases.

In case of transmission of personal data, **THE COMPANY** will sign the transmission contract to be executed under the terms of Decree 1377 of 2013.

Likewise, **THE COMPANY** may transfer or transmit (as appropriate)- keeping the proper security measures- the personal data to other entities in Colombia or abroad for the rendering of a better service, in accordance with the authorizations that have been granted by the Data Subjects of the personal data.

Once the need for the Processing of personal data ceases, it will be eliminated from the databases of **THE COMPANY** in safe terms.

11. Privacy Notice

This legend is printed on all forms or documents through which information is collected from current and potential clients, suppliers, employees and former employees, and other data subjects handled by **THE COMPANY**. When collected verbally, this legend is communicated to the Data Subject in the same way, and the authorization is recorded through technical means provided for that purpose.

Privacy Notice:

THT THE TALENT SYSTEM S.A.S., declares that it protects the personal data supplied by the data subjects by virtue of the provisions of the Law and informs them that the personal data will be used in the terms given in the authorization by the Data Subject of the data.

*The personal data provided by the Data Subject will be used by **THE COMPANY** to provide its consultancy services for the development of human talent, as well as for the purposes set out in the Internal Manual of Policies and Procedures for the Processing of Personal Data.*

*The data will be collected, stored, updated, used, circulated and backed up **in accordance with the Internal Manual of Policies and Procedures for the Processing of Personal Data.***

The person responsible for and in charge of the processing of the data will be THT THE TALENT SYSTEM S.A.S. The processing may be carried out directly by THT THE TALENT SYSTEM S.A.S. or by the third party determined by it.

Validity of the data: The personal data supplied by the Data Subjects will be kept stored in accordance with the provisions of the Internal Manual of Policies and Procedures for the Processing of Personal Data.

The Data Subject has the right to know, update, rectify, revoke, request the deletion of, file complaints and claims and other rights contained in Law 1581 of 2012 and its Regulatory Decrees, regarding the data provided.

*The data subjects can learn about the Internal Manual of Policies and Procedures for the Processing of Data of **THT THE TALENT SYSTEM S.A.S.**, through the following link: <http://tht.company/>.*

THE COMPANY'S** contact information is: telephone: (57 1) 6298221 in the city of Bogotá, e-mail: administrativo@tht.company, Address: **Carrera 23 # 120 - 45 Bogotá Colombia

Authorization:

***THT THE TALENT SYSTEM S.A.S.** declares that it protects the personal data supplied by its clients and end users in accordance with the provisions of Law 1581 of 2012.*

*The personal data supplied by you is used by **THT THE TALENT SYSTEM S.A.S.** to provide its consultancy services for the development of human talent, as well as the purposes set out in the Internal Manual of Policies and Procedures for the Processing of Personal Data. **THT THE TALENT***

SYSTEM S.A.S. may collect, store, process, as well as offer its products, services and/or benefits that seek to satisfy your needs.

*With the signing of this authorization you declare that all the data contained herein are exact and true and that **THT THE TALENT SYSTEM S.A.S.** has previously and expressly informed you of your rights and the purpose, processing and validity that will be given to your personal data.*

*As a consequence of the above, you expressly authorize **THT THE TALENT SYSTEM S.A.S.**, freely, voluntarily, previously and duly informed, to collect, store, process and use your data, as well as to transfer said data to natural or legal persons for the purpose of processing your data in accordance with the purposes and conditions mentioned in the privacy notice, which you declare to know and accept. You understand that it is possible that within the tests carried out, sensitive information is delivered in accordance with the law, for which you expressly authorize its processing.*

Signature _____ Date: _____

For the Website:

THT THE TALENT SYSTEM S.A.S., declares that it protects personal data in accordance with the provisions of the Law.

By signing this authorization, you declare that all the data contained herein are accurate and true. The personal data supplied by you is used by THT THE TALENT SYSTEM S.A.S, to provide services in human talent, to contact you, to send you invoices of our products, for credit management, to report to the risk centers, for surveys, for commercial information on new products or services, to carry out events, for advertising campaigns, promotions or competitions, in accordance with our privacy policy which can be consulted on the following [LINK](#).

Through this (CLICK) you accept having read and understood our personal data policy and therefore, you freely accept the processing that we will be given to your personal data, which includes storing, processing, using as well as transferring said data to natural or legal persons in accordance with the purposes and conditions mentioned in our privacy policy.

Signature _____ Date: _____

12. Revocation of authorization and/or deletion of data

According to Article 8 of Decree 1377, **THE COMPANY** has provided a free and agile mechanism through which the Data Subject can at any time and provided that there is no legal or contractual obligation that prevents it, request **THE COMPANY** to delete the personal data and/or revoke the authorization it has given for the Processing of the same, by submitting an application (See chapter 14 of this Manual).

If upon expiration of the respective legal term, **THE COMPANY** does not remove the personal data of the Data Subject who requested it, the Data Subject shall have the right to request the Superintendence of Industry and Commerce, to order the revocation of the authorization and/or deletion of personal data.

13. Rights of data subjects

Law 1581 of 2012, in its article 8, establishes the following rights of the Data Subject in relation to his/her personal data: **a.** To know, update, cancel and rectify their personal data before the Data Processors or Persons in Charge of the Processing. This right may be exercised, among others, against partial, inaccurate, incomplete, fractioned, misleading or other data whose processing is expressly prohibited or has not been authorized. **b.** Request proof of the authorization granted to the Responsible for the Processing of Data, except when expressly exempted as a requirement for processing. **c.** Be informed by the Responsible for the Processing of Data or the person in charge of the processing, upon request, of the use made of their personal data. **d.** File complaints before the Superintendence of Industry and Commerce for violations of the provisions of Law 1581 of 2012 and other regulations that modify, add or complement it. **e.** Revoke the authorization and/or request the deletion of the data when the processing does not respect the principles, rights and constitutional and legal guarantees. **f.** Free of charge access to your personal data that has been subject to Processing.

The channels that exist in **THE COMPANY** for the exercise of the rights as Data Subject are provided in Chapter 14 of this Manual.

14. Procedure for the exercise of the rights of the data subject

According to Article 20 of Decree 1377, the rights of the Data Owners established in Law 1581, may be exercised before **THE COMPANY** by the following persons: **a.** By the Data Subject, who must prove before **THE COMPANY** his/her identity in a sufficient manner through the different means or mechanisms that we have at his/her disposal. **b.** By the successors of the Data Subject, who must prove such quality before **THE COMPANY**. **c.** By the representative and/or proxy of the Data Subject, prior accreditation before **THE COMPANY** of the representation or power of attorney. **d.** By stipulation in

favor of another or for another. In accordance with the provisions of Law 1581, in its articles 14 and 15, for the exercise of any of the rights that you have as a Data Subject, you may use before **THE COMPANY** any of the mechanisms established below:

1. Procedure for Consultations/Enquiries: → Data Subjects, their successors, their representatives or attorneys-in-fact, may consult the personal information of the Data Subject that is stored in the database of **THE COMPANY**. → **THE COMPANY** as Responsible and/or in charge of the Processing will provide the requested information that is contained in the database or that is linked to the identification of the Data Subject. → The Data Subject will prove its condition by means of a copy of the relevant document and of the identity card that can be provided in a physical or digital manner, in case the Subject Data is represented by a third party, the respective power of attorney must be submitted, which must contain the respective content before a notary, the attorney must also prove his/her identity in the terms indicated. - The enquiry shall be made through the channels that have been enabled by **THE COMPANY** for such purpose and especially through written or electronic communication, addressed to the agency and person indicated in chapter 18 of this Manual. → The enquiry shall be answered by **THE COMPANY** within a maximum term of ten (10) working days from the date of receipt. → When it is not possible for **THE COMPANY** to answer the enquiry within said term, it shall inform the interested party, expressing the reasons for the delay and indicating the date on which it will be answered, which in no case shall exceed five (5) working days following the expiration of the first term.

The personal data may be consulted free of charge at least once every calendar month, and every time there are substantial modifications to the Policies established in this Manual that may cause new questions.

For consultations whose periodicity is greater than one per calendar month, **THE COMPANY** may charge the Data Subject the costs of shipping, reproduction and, where appropriate, certification of documents.

2. Procedure for Claims: The Data Subjects, their successors, their representatives or attorneys-in-fact, who consider that the information contained in **THE COMPANY'S** databases should be corrected, updated or deleted, or when they notice the alleged breach of any of the duties contained in the law, may submit a claim to **THE COMPANY** as Responsible and/or in charge of the Processing, which will be processed under the following rules: → The claim will be formulated by means of a written request addressed to **THE COMPANY**, with the identification of the Data Subject, the description of the facts that give rise to the claim, the address, and accompanying the documents that are to be enforced. → A photocopy of the identification document of the Data Subject must be attached to the claim. → The claim will be formulated through the channels that have been enabled by **THE COMPANY**, and will be directed to the relevant department and person stated in chapter 18 of this Manual.

If the claim is incomplete, **THE COMPANY** shall require the interested party within five (5) working days after receiving the claim, to correct the faults. → After two (2) months from the date of the request made by **THE COMPANY**, without the applicant submitting the required information, **THE COMPANY** shall understand that the claim has been withdrawn. → In the event that the person receiving the claim is not competent to resolve it, he/she shall notify the corresponding party within a maximum term of two (2) working days and inform the interested party of the situation. → Once **THE COMPANY** receives the complete claim, it shall include in the data base a legend indicating: "claim in process" and the reason for it, in a term not exceeding two (2) working days. Said legend shall be maintained until the claim is decided. → The maximum term to attend to the claim by **THE COMPANY** shall be fifteen (15) working days as from the day following the date of its receipt. → When it is not possible for **THE COMPANY** to deal with the claim within said term, the interested party shall be informed of the reasons for the delay and the date in which the claim shall be dealt, which in no case shall exceed eight (8) working days following the expiration of the first term.

3. Enabled Channels: The rights of the data subjects may be exercised by the aforementioned persons through the channels that have been enabled by **THE COMPANY** for this purpose, which are available, free of charge, as follows → Through the e-mail address: administrativo@tht.company; This e-mail address is being protected from spambots. You need to have JavaScript enabled to view it through the website of **THE COMPANY**: <http://tht.company/>.

Through the switchboard of **THE COMPANY**: (57 1) 6298221 in the city of Bogota, Client Service from Monday to Friday between 08:00 a.m. to 12:00 m. and 02:00 p.m. to 06:00 p.m., which will only be enabled for the processing of consultations, or at the following address: **Carrera 23 # 120 - 45 Bogota Colombia.**

15. Duties of the Company as responsible and in charge of the processing

Article 17 of Law 1581, establishes the following duties for **THE COMPANY**, as Responsible for the Processing of the data of the data subjects: **a.** To guarantee the data subject, at all times, the full and effective exercise of the right of habeas data; **b.** Request and keep, under the conditions provided for by law, a copy of the respective authorization granted by the Data Subject; **c.** Duly inform the Data Subject about the purpose of the collection and the rights granted by virtue of the authorization granted; **d.** Keep the information under the necessary security conditions to prevent its adulteration, loss, consultation, unauthorized or fraudulent use or access; **e.** Ensure that the information provided to the Responsible for the Processing is true, complete, accurate, updated, verifiable and understandable; **f.** Update the information, communicating in a timely manner to the Responsible for the Processing, all the news regarding the data previously provided and take other necessary measures to ensure that the information provided to him is kept updated; **g.** Rectify the information when it is incorrect and inform the Responsible for the Processing of the relevant facts; **h.** Provide the Responsible for the Processing, as the case may be, only with data whose processing has been previously authorized in accordance with the provisions of the law; **i.** Demand from the Responsible for the Processing, at all times, respect for

the security and privacy conditions of the Data Subject's information; **j.** Process queries and complaints under the terms set out in the law; **k.** Adopt an internal manual of policies and procedures to guarantee the adequate compliance with the law and, especially, for the dealing with queries and complaints; **l.** Inform the Responsible for the Processing when certain information is under discussion by the Data Subject, once the complaint has been filed and the respective procedure has not been completed; **m.** Inform at the request of the Data Subject about the use given to his/her data; **n.** Inform the data protection authority when violations to security codes occur and there are risks in the administration of the Data Subject's information. **o.** Comply with the instructions and requirements given by the Superintendence of Industry and Commerce.

Article 18 of Law 1581, establishes the following duties for **THE COMPANY**, as Responsible for the Processing of the Personal Data of the Data Subject, without prejudice to other provisions provided in that law and others that govern its activity: **a.** Guarantee the Data Subject, at all times, the full and effective exercise of the right of habeas data; **b.** Keep the information under the necessary security conditions to prevent its adulteration, loss, consultation, unauthorized or fraudulent use or access; **c.** Timely update, rectify or delete data; **d.** Update the information reported by the Responsible for the Processing within five (5) working days from its receipt; **e.** Process queries and complaints made by the Data Subjects under the terms set forth by law and in this Manual; **f.** Adopt an internal manual of policies and procedures to ensure proper compliance with the law and, in particular, to address queries and complaints by Data Subjects; **g.** Register in the database the legend "claim in process" as regulated by law; **h.** Insert in the database the legend "information in judicial discussion" once notified by the relevant authority about judicial processes related to the quality of personal data; **i.** Refrain from circulating information that is being disputed by the Data Subject and whose blocking has been ordered by the Superintendence of Industry and Commerce; **j.** Allow access to the information only to those persons who may have access to it; **k.** Inform the Superintendence of Industry and Commerce when there are violations to security codes and there are risks in the administration of information of the Data Subjects; **l.** Comply with the instructions and requirements given by the Superintendence of Industry and Commerce.

16. Security measures applied to the processing of databases

The information is protected by mechanisms that maintain its security, confidentiality, integrity and availability, to prevent its adulteration, loss, consultation, use or unauthorized or fraudulent access using the following mechanisms:

- Keep the information under the necessary security conditions to prevent its adulteration, loss, consultation, use or unauthorized or fraudulent access;
- Protecting access to the data through passwords and roles of different levels of authority.
- Ensuring the level of complexity of user passwords

17. Prohibitions

For the development of this security standard of personal information, the following prohibitions and sanctions are established as a result of its breach.

- The company **THT THE TALENT SYSTEM S.A.S.** prohibits the access, use, management, transfer, communication, storage and any other processing of sensitive personal data without the authorization of the subject data and/or the company **THT THE TALENT SYSTEM S.A.S.**
- Incurring in this prohibition by employees of the company **THT THE TALENT SYSTEM S.A.S.** will result in the sanctions to which it is entitled in accordance with the law.
- The company **THT THE TALENT SYSTEM S.A.S.** prohibits the transfer, communication or circulation of personal data without the prior, written and express consent of the subject data or without the authorization of the company **THT THE TALENT SYSTEM S.A.S.** The transfer or communication of personal data must be registered in the central personal data register of the company **THT THE TALENT SYSTEM S.A.S.** and have the authorization of the database guardian.
- The company **THT THE TALENT SYSTEM S.A.S.** prohibits access, use, transfer, communication, processing, storage and any other processing of sensitive personal data that may be identified in an audit procedure in application of the rule on the good use of the companies' computer resources and/or other rules issued by the company **THT THE TALENT SYSTEM S.A.S.** for these purposes.

Sensitive data that are identified during the audit process will be informed to the user of the computer resource, so that he/she can proceed to eliminate them; if this option is not possible, **THT THE TALENT SYSTEM S.A.S.** will proceed to eliminate them safely.

- The company **THT THE TALENT SYSTEM S.A.S.** prohibits the recipients of this Rule from processing personal data that could give rise to any of the conducts described in the law 1273 of 2009 on computer crimes. Unless you have the authorization of the subject data and/or the company **THT THE TALENT SYSTEM S.A.S.** as the case may be.
- The company **THT THE TALENT SYSTEM S.A.S.** prohibits the processing of personal data of children and adolescents under the age of 18. Any process done with respect to the data of minors must ensure the prevailing rights that the Political Constitution recognizes for these, in congruence with the Code of Children and Adolescents. In cases of processing of this data, authorization must be granted by the legal representatives, as appropriate.

18. Designation of an agency or person in charge of the processing so that the subject data may exercise his or her rights to claims, consultations and complaints.

All employees are responsible for the proper processing of personal data within **THT THE TALENT SYSTEM S.A.S.** Consequently, within each area that handles business processes that involve the processing of personal data, they must adopt the rules and procedures for the application and compliance with this regulation, given their status as guardians of the personal information that is contained in the information systems of **THE COMPANY**.

The department in charge of processing queries, complaints, claims and requests related to the processing and protection of the personal data of clients, employees, suppliers, creditors and other data subjects handled by **THE COMPANY** in its databases, will be the Administrative area.

The person(s) in charge will be: Sandra Maldonado - *Administrative Area*
Her contact details are:

Telephone: (57 1) 6298221 in the city of Bogotá – Colombia

Address: Carrera 23 # 120 - 45 Bogotá Colombia

E-mail: administrativo@tht.company

Website: <http://tht.company/>

19. Modification of the Processing Policy

THT THE TALENT SYSTEM S.A.S., will inform the Data Subjects in the event of substantial changes in the content of this Personal Data Processing Policy Manual, referring to the identification of the Person Responsible and/or Manager and the purpose of the Processing of the personal data, which may affect the content of the authorization that the data subjects have granted to **THE COMPANY**. Likewise, the data subjects will be informed about these changes before or at the latest at the time of implementing the new policies.

Furthermore, when the change refers to the purpose of the processing of personal data, **THE COMPANY** will obtain a new authorization from the data subjects.

For this purpose, we have enabled on the companies' websites our web channel: <http://tht.company/>, through which you will be informed about the change and the latest version of this manual or the mechanisms enabled by **THE COMPANY** to obtain a copy of it will be made available to you.

20. Entry into force of the Processing Policy

This Personal Data Processing Policy was updated on the eleventh (11th) day of the month of November, two thousand and sixteen (2016) and it begins to be in force as of the first (1st) of November, two thousand and sixteen (2016).

Yours sincerely,

JUAN DAVID GOMEZ GUTIERREZ
LEGAL REPRESENTATIVE
THT THE TALENT SYSTEM S.A.S.