

## Privacy Policy

### Responsible entity

The party responsible for data processing is "**FOMENTO Ilc.**" (hereinafter, "**FOMENTO**"), with registered office at 1521 Concord Pike ste 301, Wilmington 19803 USA.

### Personal Data Processing Activities

#### Customers and Suppliers

Purpose: To manage the contractual relationship with customers and suppliers.

Lawfulness condition: The processing of customer and supplier data is necessary for the performance of the contract. We may also process, based on our legitimate interest, the contact and professional location data of certain persons who provide services for our customers and suppliers for the maintenance of our relationship with them.

Data categories: Identifying data, location data, professional data, financial data, and data on transactions of goods and services.

Communications and data transfers: No data is communicated to third parties other than banks through which payments and financial transactions are managed, competent public administrations and local *partners* and collaborators when necessary for the execution of a specific project or transaction. Communications may be sent to data subjects through data processors based outside the European Union but covered by the Privacy Shield agreement, such as MailChimp. For more information about the Privacy Shield click [here](#). For more information about MailChimp click [here](#). In the case of countries that do not provide an adequate level of data protection, the standard contractual clauses approved by the European Commission will be used to guarantee the rights and freedoms of data subjects with regard to their right to privacy, as specified below.

Conservation: Up to a maximum of six years.

#### Human Resources

Purpose: Selection and management of personnel, training, social benefits, promotion and management of employment and labor control.

Lawfulness condition: The processing of employee data is necessary for the execution of their contracts with us. Any additional data provided by employees will be processed only with their consent. Candidates' data will only be processed with their prior consent.

Data categories: Identifying data, location data, personal characteristics data, professional data, social circumstances data, financial data and employment details data.

Communications and data transfers: No data is communicated to third parties other than: (i) banks through which payroll payments are made; (ii) embassies of third countries and public administrations with competences in tax, social security and security matters; (iii) travel agencies, flight companies and the like when travel is necessary; (iv) mutual benefit societies and insurance companies; and (v) local *partners* and collaborators when it is necessary for the execution of a certain project or transaction. For this purpose, communications may be sent to the data subjects through data processors based outside the European Union but covered by the Privacy Shield agreement, such as MailChimp. For more information about the Privacy Shield click [here](#). For more information about MailChimp click [here](#). In the case of countries that do not provide an adequate level of data protection, the standard contractual clauses approved by the European Commission will be used to guarantee the rights and freedoms of data subjects with regard to their right to privacy, as specified below.

Retention: Employee data will be retained for the duration of the employment relationship and, upon termination of the employment relationship, for up to five years. Candidate data will be deleted or duly reviewed and updated every twelve months.

### **Contacts**

Purpose: To contact interested parties to inform them of products, services and activities organized by FOMENTO or in which it participates directly or indirectly, including by e-mail.

Legal basis: The data of these groups will be processed based on our legitimate interest, as well as the contact and professional location data of certain persons who provide their services for our customers and suppliers for the maintenance of our relationship with them.

Data categories: Identifying data, location data and professional data.

Communications and data transfers: No data is communicated to third parties. Communications may be sent through data processors based outside the European Union but under the Privacy Shield agreement such as MailChimp. For more information about the Privacy Shield click [here](#). For more information about MailChimp click [here](#).

Conservation: As long as contact is maintained with those affected and up to a maximum of three years from the last contact.

### **Data transfers outside the EU**

FOMENTO may transfer data outside the territory of the EU to countries that do not offer an adequate level of data protection and for such cases (i) shall contract with companies subject to the Privacy Shield agreement mentioned above or, in the case of countries other than the United States of America (ii) shall apply the standard contractual clauses established by the COMMISSION DECISION of 5 February 2010 on standard contractual clauses for the transfer of personal data to processors established in third countries, pursuant to Directive 95/46/EC of the European Parliament and of the Council.

## **Safety measures**

We use appropriate technologies and procedures to protect data from accidental loss and from unauthorized access, use, destruction or disclosure. We make backup copies so that we can recover information in the event of an incident. We also implement appropriate physical and technological measures for the secure storage and transfer of your data.

## **Rights of affected parties**

Those affected have the rights recognized by the regulations on the protection of personal data and privacy, which are as follows.

- The right to have your data treated in a fair and transparent manner.
- The right to be informed of the processing activities, including the communication of your data to third parties.
- The right to receive all information in a concise, transparent, intelligible and easily accessible form, with clear and simple language.
- The right to request access to your data in order to know which of your data are processed, for what purpose, where they come from and whether they are communicated or have been communicated to third parties.
- The right to request the rectification of inaccurate personal data concerning them.
- The right to have incomplete personal data completed.
- The right to request the deletion of data concerning them, for example when it is no longer necessary for the purposes for which it was collected or when required by law.
- The right to request the restriction of the processing of your data, for example when the accuracy of the data has been called into question or when the data is no longer necessary for the original purpose and yet cannot be deleted for legal reasons.
- Right to object to processing on grounds relating to a particular situation of the data subject.
- Right to object to being subject to automated individual decisions, including profiling.
- The right to object to receive commercial communications by electronic means.
- The right to totally or partially revoke the consent given.

To exercise any of their rights, data subjects may contact us by mail to the contact details of the data controller as stated in the first section of this privacy policy or by email to [datos@fomento.eu](mailto:datos@fomento.eu).

You will receive a response within a maximum of one month.

For identification purposes, it will be necessary for the data subjects to send a copy of their ID card or passport so that the data controller can verify their identity.

If the affected person chooses to exercise his rights through a legal representative, it will be necessary for the latter to identify himself as such and to prove the representation by means of a special power of attorney.

### **Supervisory body**

The Spanish Data Protection Agency (Agencia Española de Protección de Datos) is the supervisory body in Spain for data protection matters. It is located at Calle de Jorge Juan, 6, Madrid (28.001) and those affected may file a complaint with it if they deem it appropriate.

This agency also has a customer service department, both in person and by telephone (0034.901.100.099), and has its own web page at the following address: <https://www.aepd.es/>.