

USE OF PERSONAL DATA

Authorization and authentication document for the use of personal information

The UNIVERSIDAD DE LOS ANDES holder of National Tax ID Number 860.007.386-1, a legal entity governed by private law, dedicated to education and culture, organized as a common good corporation, not-for-profit, with independent legal status and academically, administratively and financially autonomous. Oversight by the National Ministry of Education, legally authorized pursuant to Resolution Number 28 of February 23 of 1949, issued by the Ministry of Justice.

USE GIVEN TO YOUR PERSONAL INFORMATION: The Universidad de los Andes collects, stores and treats personal information, which is included in the institutional databases and used directly or through those duly Responsible and Authorized in the terms as established in the applicable laws related to this subject, with the direct or indirect aims related to the objective and purpose of the University.

IN WHICH CASES DO WE SHARE YOUR PERSONAL INFORMATION: The Universidad de los Andes, generally speaking, will share your information in the following cases:

Service Providers: services such as website hosting, data analysis, payment/invoicing processes, information technology, delivery of emails, CRM, identity management, event administration, marketing intelligence, auditing, detection of fraud and other services.

Third parties: to permit the sending of communications in accordance with the consent you have given to the University to carry out the treatment of your information.

Social networks: to the connections associated with your social network accounts, to other users of websites and to the provider of your social network account, in relation to the sharing activities carried out on social media. When you connect your social network accounts to one of the official accounts of the Universidad de los Andes, you authorize us to share information with the provider of the account(s) on social networks, likewise you understand that the use of information that is shared is regulated by the privacy and use policies of the provider(s) of the social network(s).

As a client: the University may divulge the personal data available in reports and other materials provided by you or your company in virtue of a commitment with another business partner or provider. **Other uses and divulgations:** the information that has been authorized for its treatment may be used in case of:

- Complying with a judicial order.
- Complying with a law.
- For the cases set forth in article 10 of Law 1581 of 2012.

PROTECTION OF PERSONAL INFORMATION: The Universidad de los Andes, committed to the good management of your personal information, supports the implementation of technical, administrative and organizational measures available for the protection of your personal information.

How long will the University store my information: The Universidad de los Andes will save your information for a reasonable period to fulfill the aims of the treatment of the information, taking into account criteria such as:

- Relation of the holder with the University.
- Fulfillment of a legal responsibility
- Time established on the Document Management tables.

KNOW YOUR RIGHTS:

Should you have the need to access your right to Habeas Data (to know, update and correct information), the holder can request of the Universidad de los Andes at any moment access to their registered data, as well as requesting corrections, updating or eliminating their personal information, the revocation of the authorization they have given for the treatment of the same and in general the exercise of their rights through the presentation of consultations and complaints in our client attention channels, which can be accessed by clicking on the banner that reads "CONTACT US"

What should this request include: For attention to your request, complaint or claim, you should include the following information:

- Full name of the holder of the personal information.
- Contact details of the Holder of the personal data: or a physical address and/or e-mail or a telephone number.
- Reasons or events that have given place to the claim, request or consultation through a brief description of the right you wish to exercise (know, update, rectify information, request proof of the authorization granted, revoke said authorization, eliminate information, access information, among others).

Internal procedure:

Once having received this information, The University will have a period of fifteen (15) banking days, counted from the day following the receipt of the request, consultation or complaint, to respond. When not possible to attend to the petition, consultation or claim within the period mentioned above, the Responsible person shall inform the Holder or interested party the reasons for the delay and the date on which the claim will be attended to, which under no circumstances shall exceed eight (8) banking days following the expiration of the first delivery date.

Once having fulfilled the terms set forth by Law 1581 and 2012 and any other norms that govern or complement these, the Holder who has experienced a partial or total denial of the exercise of their rights to access, update, correct, eliminate or revoke information, shall be in a position to make the case known to the Superintendence of Industry and Commerce—Delegacy for the Protection of Personal Information.

Consultations:

The Holders, or their successors shall be able to consult the personal information of the Holder which is kept in the databases. As a result, the Universidad de los Andes shall guarantee the right

to consult, duly providing the holders all the information contained in the individual records or that is linked to the Holder identification.

With respect to the attention to personal information consultation requests, the Universidad de los Andes guarantees:

- In any case, independent of the mechanism implemented for providing attention to consultation requests, the same shall be attended to in a maximum period of ten (10) banking days counted from the day the request was received. When not possible to attend to the consultation within said period of time, the interested shall be informed before the lapse of the first ten (10) days, explaining the reasons for the delay and indicating the date on which the consultation will be attended to, which under no circumstances shall be more than five (5) banking days following the lapse of the first period. Complaints: The holder or successor who considers that the information contained in the database should be the object of corrections, updating or elimination or when warning of a presumed in compliance to any of the obligations contained in Law, shall present their claim before the Universidad de los Andes, channeling the same and sending it to the designated department or area.

Complaints

Complaints may be presented by the Holder, being fully aware of the information indicated in article 15 of Law 1581 of 2012 and any other norms that modify, add, regulate or annul these. Correction and updating of information: The Universidad de los Andes has the obligation to correct and update information upon request of the Holder, any information regarding him or her that:

- The Universidad de los Andes has the absolute freedom to enable mechanisms that facilitate the exercise of this right, provided that these benefit the holder. Therefore, electronic or other means deemed relevant can be put into practice. Removal or elimination of information: The holder has the right, at all times, to request that the Universidad de los Andes, eliminate their personal information when:
 - a) The person considers that this information is not being treated pursuant to the principles, responsibilities and obligations set forth in current law.
 - b) This information has ceased being necessary or relevant for the aims for which they were collected.
 - c) The necessary period has lapsed for the fulfillment of the aims for which the same were collected. This removal implies the partial or total elimination of the personal information in accordance with that requested by the holder from the records, files, databases or treatments realized by the Universidad de los Andes.

It is important to keep in mind that the right to cancellation is not absolute and the party responsible may deny the exercise of the same when:

- a) The holder has a legal or contractual obligation to remain in the databases.
- b) The elimination of information may impede judicial or administrative actions linked to fiscal obligations, the investigation or persecution of crimes or the updating of administrative sanctions.

- c) The information is necessary to protect the legally administered interests of the holder; to realize an action in function of public interest, or in compliance to a legal obligation entered into by the holder.

Revocation of express authorization:

The holders of personal information may revoke their consent to the treatment of personal data at any moment, provided that the same does not interfere with a legal or contractual provision. For this, the Universidad de los Andes must establish simple and free mechanisms that permit the holder to revoke their consent, at least through the same media by which it was previously granted. You must be aware that there are two (2) forms in which one may revoke their consent:

- Total revocation: this may be over the totality of the purposes consented to initially, which is to say, the Universidad de los Andes must completely cease treating any information of the holder.
- Partial revocation: this may occur over determined types of treatment, i.e. for ends related to publicity or market studies.

Please take note: With the partial revocation of consent, other treatment aims remain in force which the responsible, pursuant to the authorization granted, may carry out and with which the holder is in agreement.

WHAT HAPPENS WITH THE INFORMATION ON MINORS: The Universidad de los Andes assures the respect to the prevailing rights of minors, as well as the adequate collection and Treatment of the same, through the implementation of technical, administrative and organizational means mandated for the protection of personal information of minors.

SEE OUR MANUAL ON THE PERSONAL INFORMATION PROTECTION POLICY: Any doubt you may have can be resolved by writing to the following email: habeasdata@uniandes.edu.co

HOW TO CONTACT US:

Remember that you can contact the Data Protection Official:

- Mail Office: correspondence in relation can be directed to the Official for Personal Data Protection; Address: Cra 1 N°18A-12 Bogotá.
- Email: habeasdata@uniandes.edu.co
- Telephone 3394949—3394999 Ext. 4818.

OBSERVATORY ON DATA PROTECTION: The observatory is an academic space for reflection on the protection of the rights of persons when their information is collected, stored or used by third parties. The topic is highly transcendent because, just as has been affirmed since 2004, “in the context of an information society, the human being is and will continue to be what his/her personal data reflects and how the same are interpreted”. Know more: <https://habeasdatacolombia.uniandes.edu.co/>

This is a translation of the authentic text, for that reason the Spanish version will govern in the event of a conflict between the Spanish version and the translation.