	PERSONAL DATA TREATMENT POLICY		
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1. OBJECTIVE

Giving compliance to the current legislation in personal data protection matter, according to the law 1581 of 2012 (and other regulations that modify, add, complement or develop) and the decree 1377 of 2013.

Protect the personal and sensible data of the employees, clients and suppliers, providing tools which guarantee the authenticity, reliability and integrity of the information.


2. REACH

This policy applies for any data or information which are object of treatment (recollection, use or transference), coming for every natural or legal person, under a legal or commercial relation (contract), directly linked with **American Smart Systems & Networks LTDA. – AS-NET**.

3. DEFINITIONS

For the policy interpretation, it has the following definitions:

- **Authorization:** Previous express and informed consent from the holder to carry out the Personal Data Treatment
- **Privacy notification or Personal Data Treatment authorization:** verbal or written communication generated by the responsible, addressed to the holder for the Personal Data Treatment, in which is informed about the existence of the policy of Data Treatment that will be relevant, the way to access them and the purposes of the treatment that pretend for the personal data.
- **Database:** Organized group of personal data which is object of treatment.
- **Personal information:** Any information linked or associated to one or more natural people determined or undetermined.
- **Sensible information:** The information that affect the holders privacy or which improper use can generate discrimination, as information that reveals racial or ethnic origins, political orientation or interest, religious or philosophical convictions, syndicates memberships, social organizations or human rights as information relate to heath, sexual life and biometric data.
- **Treatment Manager:** Natural or legal person, private or public, that by itself or in association with others, do the personal data treatment for **AS-NET** as responsible of the data.
- **Treatment Policy:** Refers to the present document, as the treatment of personal data policy applied to **AS-NET** as a conformity to the actual legislation guideline.
- **Supplier:** Every natural or legal person that provide a service to **AS-NET** under a contractual/obligational relation.

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- **Responsible for the treatment:** Natural or legal person, public or private, that by itself or in association with others decide about the database and/or the data treatment, for effects of this policy, at the beginning **AS•NET**, will exercise as responsible. In conformity with the sentence C-748 of 2011, is “the one that defines and the essential ways for the data treatment, including those who act as source and user”. Being able to put the data in circulation or using them somehow.
- **Holder:** Natural person whose personal data is treatment object, like a client, supplier, or any third that on basis of a commercial or juridical relation, supply personal data to **AS•NET**.
- **Worker/Employee:** Every natural person that provide a service to **AS•NET** under a labor contract.
- **Transference:** The data transference occurs when **AS•NET** has as responsible and/or in charge of the personal data treatment, located in Colombia, sends information or personal data to a receptor (natural/legal person), which at the same time is responsible of the treatment and is find inside or outside the country.
- **Transmission:** refers to the communication of personal information by the responsible to the manager, located inside or outside the national territory, for the manager on behalf of the person in charge, treat the personal information.
- **Treatment:** Any operation or group of operations, about personal information, such as data collection, storage, use, circulation or suppression.


For the understanding for the terms that are not included in the past list, you should refer to the current legislation, especially to the law 1581 of 2012 and to the decree 1337 of 2013, giving sense using that norm to terms in which exist any doubt about the definition.

4. POLICIES

Giving compliance to the current legislation in personal data protection matter, according to the law 1581 of 2012 (and other regulations that modify, add, complement or develop) and the decree 1377 of 2013, then, the most relevant aspects with relation with recollection, use and transference of personal information use by **AS•NET** will be treat, under the given authorization for the interested parts to advance the handling and treatment.

In this policy of treatment of personal information, you will find corporative and legal guidelines under which **AS•NET** does the data treatment, the purpose, the rights as holder, as well as the internal and external procedures for the exercise of such rights.

According to the provision of the article 15 of the politic constitution of Colombia and the applicable legislation (Law 1266 of 2008, Law 1581 of 2012, Decree 1337 of 2013 and all the rules that regulate, add, derogate or modify).

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The clients, employees or suppliers will give voluntarily their personal information, through a previous consent, express and informed, filling out the format **F- Autorización de Tratamiento de Datos Personales_SIF-04** authorizing **AS•NET** for recollection, use and transfer of personal information. The personal information of thirds who has a commercial or legal relation with **AS•NET**, won't be get or disclosed with out prior authorization, or in absence of legal mandate, statutory or judicial that reveal the consent.

The information subject to personal information treatment must be truthful, complete, exact, updated, ascertainable and understandable. The Treatment of partial, incomplete, fractionated or induced error is forbidden.

In the personal information treatment **AS•NET** guarantee to the holder his/her right of obtaining in any moment and without restriction, information about the existence of any type of information or personal data of his/her interest or ownership.

The information subject to treatment by **AS•NET** should be handled with the technical and administrative measures that are needed, to grant security to the registers avoiding its alteration, loss, consultation use, unauthorized or fraudulent access.

All the **AS•NET** employees who administer, manage, update or has access to any type of information that is on the database, are obligated to guarantee the reserve of the information, so they are committed to keep and maintain strictly confidential and no reveal to thirds, any information that can get in the execution and exercise of their functions ; except when it's about authorized activities express on the data protection law. This obligation persists and it will remain inclusive after the labor relationship with **AS•NET** is ended.

AS•NET through a privacy notice and through **F-Autorización de Tratamiento de Datos Personales_SIF-04** format will inform to the personal information holder about the existence of those policies and the way to access them timely.

4.1. TYPE OF INFORMATION SUBJECT TO TREATMENT


AS•NET recognizes that its employees, shareholders and board of directors members have the right to count with reasonable expectation of their privacy, for all that taking in to account their responsibilities, rights and obligations with **AS•NET**.

Under the relation that is establish between you and **AS•NET** this collect, store, use and transfer personal information, to companies located in and out of Colombia. That personal information includes among others:

1) Of the candidates:

- a. Name, identification, address, telephone, birth date, studies information.
- b. Curriculum vitae, education, experience, links with entities, links with companies.

2) Of the clients:

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- a. Name of the client or social reason, identification number or NIT with number of verifications, place of domicile, address, telephones, fax, email.
- b. Name of the general manager or legal representative and addresses, phones, fax and email.
- c. Name of the person assigned for the portfolio collection and email.
- d. Tributary information;
- e. Bank information that includes the name of the bank account holder number of the bank account and name or bank code.

3) Of the suppliers:

- a. Name of the client or social reason, identification number or NIT with number of verifications, place of domicile, address, telephones, fax, email;
- b. Name of the general manager or legal representative and addresses, phones, fax and email;
- c. Name of the manager or in charge of sales, addresses, telephones, fax, email
- d. Name of the person assigned for the portfolio collection and email
- e. Tributary information;
- f. Bank information that includes the name of the bank account holder number of the bank account and name or bank code

4) Of the employees:

- a. Worker and family group: Name, identification, address, telephone, name and identifications of the spouse, name and identification of the children, social security affiliation, health policy, age, studies information, participation in sport an recreation activities.
- b. Curriculum vitae, education, experience, links with entities, links with companies;
- c. Salary and other payments.
- d. Debts balance with AS•NET and loan;
- e. Affiliations with pay sheet discount;
- f. Pension contributions;
- g. Constitution and voluntary contributions to pension funds, food bonuses, etc.
- h. Legal process and foreclosure;
- i. Discount authorization;
- j. Benefits during all labor life;
- k. Labor contract;
- l. Change in labor contract;
- m. Correlation with previous employer;
- n. Labor history of the worker;
- o. Auxiliary and Benefit payments;
- p. Workers beneficiaries for the auxiliary and Benefit payment;
- q. Afiliación EPS, fondo de pensiones, ARL, Caja de compensación;
- r. Received training;
- s. Inform of a Psychological;

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- t. Characterization detail;
- u. Workers Demographic report;
- v. Workers clinic occupational history;
- w. Work accidents;
- x. Extra hours;
- y. Entry and exit form **AS•NET** facilities;
- z. Photographic record;
- aa. Annual competence evaluation;

AS•NET guarantee the conservation and custody of the physical files of the occupational medic files (entry, periodical and egress) curriculum vitae and supports, for a period non less of twenty (20) years, starting form the moment the relationship between the worker and the company ends. Once this period is complete, all the confidential documents will be destroyed with a cross-cut paper shredder.

5) Sensible information


The sensible data is that information that affect the holders privacy or which improper use can generate discrimination, as information that reveals racial or ethnic origins, political orientation or interest, religious or philosophical convictions, syndicates memberships, social organizations or human rights or promotion to any political party and guaranty the rights and guaranty of opposition political party as information relate to heath, sexual life and biometric data.

AS•NET Will restrict the sensible personal information treatment strictly to the essential and will ask for previous and express concern about the purpose of its treatment.

4.2. USE AND PURPOSE OF THE TREATMENT

The personal information is use for:

- a. Execution of the contract subscribed with **AS•NET**.
- b. Obligatory contractual payments.
- c. Information delivery to governmental o judicial entities asked for them.
- d. Internal/external audit processes support.
- e. Delivery/Reception of messages with commercial, publicity and customer service endings.
- f. Record of candidates, clients, employees and suppliers information in the Company's data base.
- g. Contact with candidates, clients, employees or suppliers for the delivery of information related with the contractual, commercial and obligatory relation.
- h. Data recollection for the fulfillment of the duties as responsible of the information and personal data that corresponds to **AS•NET**.
- i. For security or fraud prevention.
- j. To provide an effective customer service.
- k. Any other purpose that is needed in the development of the contract or the relation between you and **AS•NET**.

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If you gave us personal information, this information will be use only for the purpose hear designated, and will not proceed to sell, license, transmit or publish the same out of **AS•NET** unless (i) you authorize us to do it, (ii) it is necessary to permit our contractors provide the service we give to them, (iii) in order to provide our products and services, (iv) it is publish by the entities that provide marketing services in our name and other entities which we have an agreement of mutual marketing, (v) has relation with a fusion, consolidation, acquisition, disinvestment, or another reorganization process, o (vi) as may be required or permitted by the law.

In order to put in practice, the purpose previously described, the personal information can be published with the purpose disposed previously in the human resources area, administrative director, consultants, advisors and another person as it corresponds.

AS•NET may subcontract thirds for processing of determined functions or information. When the process of your personal information is subcontracted by a third or your personal information is given to service providers, we warn those thirds about the need of protect the personal information with the proper security measures, we forbid them the use of your personal information for their own purpose and we prevent that they divulge your personal information to others.


In the same way **AS•NET** may transfer or transmit (as appropriate) your personal information to another foreigner companies for security reasons, administrative efficiency and better service, of conformity with the authorizations of each person, adopted the measures of the case for this companies that implement in their jurisdiction and according the applicable laws, security standard and personal data protection similar to those provided in this document and in general y **AS•NET's** policies about the matter. In case of data transmission, it will be written a transmission contract where there is place for decree 1377/13 terms.

Additionally, once is cease the need of data treatment, the same could be eliminated from **AS•NET's** data base or filed in safe terms in effects that they will be only reveal when there is an agreement with the law. That data will not be eliminated despite the holder's request, when the conservation of them is necessary for the fulfillment of an obligation or contract.

4.2.1. TREATMENT OF PERSONAL SENSIBLE INFORMATION

The data cataloged as sensible can be use or treated when:

- The holder has given his explicit authorization to that treatment, except in cases that bay law, it is not required that authorization given.
- The treatment must be necessary to safeguard the holder's vital interests and is physically or legally disabled. In this event its legal representative must give the authorization.
- The treatment is referred to data that is necessary for a recognition, exercise or defense of a juridical process.
- The treatment has a historical, statistical, or scientifically end, or inside the process framework of improvement, always using suppressing the holder's identity.

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4.2.2. PERSONAL DATA FROM BOY, GIRLS AND TEENS

The minors are holders of their personal data, so they are bearers of the correspondent rights. According with the political constitution and in agreement with the infants and teenagers code, the minor's rights must be interpreted and applied in a prevalent way, thus, must be observed carefully. In agreement with the sentence C-748 of 2011, the minors opinion must be taken into account at the moment of making any treatment of their data.

AS•NET commits, in the personal information treatment, respect the prevalent rights of minors. Is outlawed the treatment of minors personal data, except that information of public nature.

4.3. HOLDER'S RIGHTS


In agreement with the article 8 of the law 1581 from 2012 the holder's rights that assist them with relation of their personal data are:

- a. Knowing, update, and rectify the personal information in front of the treatment responsible or treatment manager. This right may be exercised faced partial data, not exacts data, incomplete, fractionated, that leads to an error or those which treatment is forbidden or not authorized
- b. Request prove of the authorization given to **AS•NET** as a responsible of the treatment except as a requirement for the treatment;
- c. Being informed by **AS•NET**, as responsible of the treatment or by the manager of the treatment, previous request, regarding the use that the personal data has;
- d. Present to the industry and commerce superintendence complaints for infractions as said in the law1581 of 2012 and else rules that modify, add and complement;
- e. Revoke the authorization and ask for the suppression of the information when while in treatment the principals, rights, legal and constitutional guaranties are not respected;
- f. To access for free to the personal information that has been in treatment

4.4. ASSIGNATION OF RESPONSIBILITIES AND AUTHORIZATIONS IN THE PERSONAL INFORMATION TREATMENT

4.4.1. DUTIES AS RESPONSABLE OF THE TREATMENT


1. **AS•NET** will keep the authorizations granted by the holder in the following areas:
 - Gestión Humana: ARCHIVO – CARPETA DE CADA COLABORADOR.
 - Ventas/Comercial: ARCHIVO – CARPETA DE CADA CLIENTE.
 - Compras: ARCHIVO – CARPETA DE CADA PROVEEDOR.
2. **AS•NET** will inform about purpose of the recollection, in the text that is use to get the authorization, the holder will always know the type of treatment that the information is going to have, if this ones are going to be spread or share with linked entities or with commercial allies, with what purpose and the way of manifest the will in relation with the reach of the treatment.

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3. **AS-NET** will inform that the use of the information is corresponding to the development of the contractual relations establish with clients and users, as indicate that it can use the personal data granted for the development of statistic tools and to avoid fraud.
4. The areas in charge of the treatment of the information of employees, clients, and suppliers must guarantee that the information granted is truthful, exact, updated and understandable. In addition is a must to verify the fulfil of the terms of delivery of information and to stablish efficient procedures of data validation, with the propose to make sure that every time updated information is use. Is important to notice in this point the importance of the effective collaboration of the holders with respect to the information update, in the information that is known by firs instance by them, it will be fundamental to comply with this duty of inform to the manager about all the novelty with respect to the data that is given. For that we count with the following formats:
 - **Gestión Humana: F-Formato Actualización de datos_GHF-33.**
 - **Ventas/Comercial:** Bases de datos de clientes y contratos.
 - **Compras: F-Inscripción de Proveedores_CF-04**
5. **AS-NET** must limit the access to the personal data of the collaborators, clients and suppliers, included (Excel, SQL, data base types, among others) by the protection of protected files with password. Next, are defined the post of the responsible of protect these files:
 - **Líder Gestión Humana:** Base de datos colaboradores.
 - **Líder de Servicio al Cliente – Analista Administración Ventas Facturación/Contratos:** Base de datos de Clientes.
 - **Director Administrativo:** Base de datos proveedores.

4.4.2. DUTIES AS MANAGER OF THE TREATMENT

- There will exist efficient channels that allows that the update of information made by the responsible can be received and process in a five (5) day term as the law says. These will be referred to an email and to a telephonic contact generated from the competent area.
- It will be allowed the access to the information only to the person authorized by the law for that. For these purposes it will be stablish in a clear way the requirements that must be accomplish to comply with the judicial authorities and administrative that ask for that type of information, which will be referred to a clear identification of the functions under which the requirement is in demand; as well as what the holders must accomplish, empowered and cause holders, in particular the way of credit its quality and the supports needed.
- It has been stablished, that in the contracts concluded with the managers, there are going to be clauses that stablish in a clear way the duty of these of guarantee the safety and privacy of the information of the holder.
- **AS-NET** must limit the access to the personal data of the collaborators, clients and suppliers, included (Excel, SQL, data base types, among others) by the protection of protected files with password. Next, are defined the post of the responsible of protect these files:
 - **Líder Gestión Humana:** Base de datos colaboradores.
 - **Líder de Servicio al Cliente – Analista Administración Ventas Facturación/Contratos:** Base de datos de Clientes.

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- **Director Administrativo:** Base de datos proveedores.

4.5. PROCEDURE FOR THE EXERCISE OF YOUR RIGHTS AS A HOLDER

AS•NET guarantee the exercise of all the rights as a holder or personal information. If you have any questions about this policy, or any worry or decoy, or in case of the exercise of decoy, rectification, update, consultation, or any request of access or subtraction of data, with respect to the policy administration, communicate through this way:

- Contact: Hugo Yasir Ruiz Pérez – Director Administrativo de AS•NET.
- Phone: (57-1) 5801800 Ext.1022
- Email: hruiz@asnetla.com
- Address: Carrera 49ª No. 91-31 La Castellana. Bogotá, D.C. Colombia.

Tenga en cuenta que una vez usted ponga en conocimiento al área responsable al interior de **AS•NET**, dependiendo de a cuál de ellas vaya dirigida su petición, se dará trámite a la consulta, solicitud o queja.


Podrá consultar los datos personales que **AS•NET** tenga almacenados en sus bases de datos, para las cuales será necesario que el solicitante o su representante legal acrediten previamente su identidad. Dicha consulta será atendida en un término máximo de diez (10) días hábiles contados a partir de la fecha de recibo de la misma. Este plazo podrá ser ampliado en una sola ocasión, en cuyo caso le serán informados los motivos de la demora y la fecha en que se atenderá su solicitud, la cual en ningún caso será superior a cinco (5) días hábiles siguientes al vencimiento del primer término.

Su solicitud o petición relacionada con reclamos, actualizaciones, correcciones, o supresión de sus datos personales deberá ser atendida en un término máximo de quince (15) días hábiles desde el recibo de la solicitud o petición. Para la correcta y completa consideración de su petición, solicitud o reclamo, le solicitamos allegar la identidad del solicitante, su número de identificación, la dirección de notificaciones y/o respuestas y los documentos que quiere hacer valer.

Si su solicitud o petición no tiene los datos y hechos suficientes que permiten a **AS•NET** atenderla de forma correcta y completa, se le requerirá dentro de los cinco (5) días siguientes a la recepción de la solicitud, petición o reclamo para que subsane sus fallas. Después de transcurridos dos (2) meses desde la fecha del requerimiento, si usted como solicitante no ha subsanado según lo requerido, **AS•NET** receptora de su petición entiende que ha desistido de su solicitud.

4.6. MODIFICATION OF THIS POLICY

- This policy takes effect since the approval from the CEO of **AS•NET** and its update will depend from the instructions of security committee, accordingly with the guide lines of the same committee and the CEO.
- The approved version of this policy will publish in the intranet and in the **AS•NET** website.
- Is a duty of all the interested parts to know this policy and perform all the acts conducive to compliance, implementation and maintenance.

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- The present protection of personal data policy was approved the fourteen (14) of MAY of 2019
- The present policy will be update at least once per year or when there are significant changes from the SGSI that impact or when there is any incident in the information security that merit the update of the same and affect the personal information.

4.7. POLICY COMMUNICATION TO INTERESTED EXTERNAL PARTIES

In the attached A Privacy notice of this document is define the content of the privacy notice that must be able to public in the main entrance of **AS-NET**.

5. REFERENCE DOCUMENT

- Politic constitution of Colombia
- Statutory law 1581 of 2012 – Personal data protection
- Statutory law 1266 of 2008- General dispositions of habeas data that regulate the management of the information store in personal database, in special financial, credit, commercial, of services that come from third countries and dictate in other regions.
- Decree 1074 of 26 of May of 2015 – Unique decree regulatory of commerce, industry and tourism sector
- Decree 1377 of 2013 – Regulate partially the law 1581 of 2012

Formats


F-Formato Actualización de datos_GHF-33

F-Inscripción de Proveedores_CF-04


F-Autorización de Tratamiento de Datos Personales_SIF-04

6. CHANGE CONTROL

DATE	Version	Item change	Modification
10/10/16	1	-	Initial
10/05/17	2	1-3-4 4.4 4.5	Objective. Definitions. Politics Generals. addition: 4.4. Assignment de Responsibilities y Authorizations in el Treatment of Personal Information 4.5 Security measures level apply to the treatment
21/06/19	3	4.2.1 4.6 4.7	Treatment of sensible personal information policy communication to interested external parties

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Elaborated by: Ayda Graciela Castro S.	Revised: Comité de Seguridad de la Información	Approved: José Fernando Rodríguez C.
Position: Oficial de Seguridad de la información	Position: Comité de Seguridad de la Información	Position: CEO

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ANEXO A

AVISO DE PRIVACIDAD

AMERICAN SMART SYSTEMS & NETWORKS LTDA (now on “**AS•NET**”), commercial society identified with the NIT No. 800.231.706-4, domiciled in Carrera 49a N° 91-31 in Bogotá D.C., for the appropriate development of its commercial activities, as well as fortify its relations with thirds, request, recollect , store use, circulate, and suppress personal data

Taking into account that, **AS•NET** acts as responsible of the treatment of personal information corresponding to natural person which have any link. When **AS•NET** acts as the responsible of the personal data treatment, must accomplish the guide lines that are notify through a written document, by the responsible of the treatment as long as the valid legislation is fulfil. As well it will be applied to the rights of the holders of the information respect to the access and knowledge of the information, rectification, update, suppression, and revocation of the same, the above in virtue in consecrated in the article 8 of the law 1581 of 2012

PERSONAL DATA TREATMENT

a. Without previous authorization

AS•NET could process without previous authorization of the holder in all the cases that these are of public nature. It means, that all the data recollected through the public registration or document with public use, will not require the holders authorization to be treated. the above in virtue in consecrated in the article 8 of the law 1581 of 2012

b. With previous authorization


Apart of the data recollected through the service provision, **AS•NET** recollect and treat other personal data different and necessary for attend the fulfilment of other functions proper of its nature and objectives

PURPOSES OF PERSONAL DATA TREATMENT

The purposes by which can be object of treatment the personal data of natural persons tha have any link with **AS•NET** are numbered next:

- Suppliers register of the company.
- Clients register of the company.
- Envío de avisos y campañas publicitarias respecto de los productos y servicios que ofrece la Compañía.
- Sending Emails or text messages to develop merchandising, statistic, researching activities and other commercial purposes that are not contract in the Colombian legislation.
- Sending information related to organized or sponsored events by the company
- Attention to judicial or administrative requirements.
- Fulfillment of judicial or administrative mandate.

And all those purposes that are specified prior to the time of data collection.

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HOLDER'S RIGHTS

- Know, update, rectify the personal data
- Revoke the authorization for the treatment of the personal data.
- Request for the personal data suppression
- Request evidence of the authorization given.
- Being informed respect of the use of the personal data
- Present complaints to the Industry and commerce superintendence for infractions in what is provided by law of personal data protection once all the process in **AS•NET** is concluded.
- To access in a free charge way to the personal data that is object of treatment.

TRANSFER OF PERSONAL DATA TO THIRDS

AS•NET may transfer the personal data to thirds which have operative relation that provides of the necessary services for the right function, or in conformity with the establish functions in its position in the law. In such cases we inform **AS•NET** will adopt the necessary measures for the people that has access to the personal information fulfill the personal data treatment policy adopt by **AS•NET**.

MODIFICATIONS TO THE PRIVACY NOTICE

Any modifications to the present notice will be notify trough one of the following media: a written release delivered to the domicile or deliver in **AS•NET**.; a message sent to the email or mobile phone; a message through the website <http://www.asnetla.com/> or any electronic way that is use to celebrate operations with con **AS•NET**; or trough public notices publish in the different communication channels.

INFORMATION SECURITY

AS•NET has adopted the necessary and possible technological, juridical and procedural measures for the protection of the personal data, with the purpose of guarantee the confidentiality authenticity, integrity and availability attributes of the information. For more information about the treatment of your data you can consult through the email hruiz@asnetla.com.

Remember that **AS•NET**, has recollected personal data of the clients that are necessary for the correct development of their functions. For that reason, our clients must have present that for, offer our services the personal data is required, which are treated with great care. In consequence the request of personal data suppression and the revocation of the authorization of the personal data **F-Autorización para el tratamiento de datos personales_SIF-04** will not proceed when the holder of the data have a legal or contractual duty to be on the database or files of **AS•NET**, neither when is active a relation between the holder and the company under which the data was recollected. When the requirement proceed the update, rectify or suppress the personal data or revoke the authorization given, it must be fill out and send the claim of personal data treatment, which can be send to the email hruiz@asnetla.com.