

## DATA PROCESSING POLICY

### OBJECTIVE:

Establish the criteria for collection, storage, use, circulation and deletion (specifically mention the treatment that will be given to personal data) of personal data processed by Jurgen Guerrero Kommritz.

### SCOPE:

This policy applies to all personal information registered in the databases of <http://www.jurgenguerrero.info>, who acts as responsible for the processing of personal data.

### OBLIGATIONS:

This policy is mandatory and strict compliance for Jurgen Guerrero Kommritz – [froekania20@gmail.com](mailto:froekania20@gmail.com)

### RESPONSIBLE FOR TREATMENT:

Jurgen Guerrero Kommritz, who will act as responsible for the use and storage of the information provided by you, with principal domicile in the city of Bogotá, Republic of Colombia. Page [www.jurgenguerrero.info](http://www.jurgenguerrero.info); Email: [froekania20@gmail.com](mailto:froekania20@gmail.com) in the city of Bogotá-COLOMBIA.

### TREATMENT AND PURPOSE:

The treatment that Jurgen Guerrero Kommritz will perform with the personal information will be the following:

The collection, storage and use, in order to be able to contact you to answer and care about the service request or comment left by you in said contact form on our website.

**TREATMENT OF SENSITIVE DATA:** No sensitive data is required or requested in the contact form of the page <http://www.jurgenguerrero.info>

### RIGHTS OF THE HOLDERS:

As the owner of your personal data, you have the right to:

(i) Access free of charge the data provided that have been processed.

- (ii) Know, update and rectify your information against partial, inaccurate, incomplete, fractioned, misleading information, or those whose treatment is prohibited or has not been authorized.
- (iii) Request proof of the authorization granted.
- (iv) Present before the Superintendence of Industry and Commerce (SIC) complaints for infractions to the provisions of current regulations.
- (v) Revoke the authorization and / or request the deletion of the data, provided that there is no legal or contractual duty that prevents them from being deleted.
- (vi) Refrain from answering sensitive data questions. The answers that deal with sensitive data or data on children and adolescents will be optional.

#### ATTENTION OF REQUESTS, CONSULTATIONS AND CLAIMS

The contact area at <http://www.jurgenguerrero.info> is the unit that is in charge of processing the requests of the holders to make their rights effective being through written communication through the contact form or direct email to [froekania20@gmail.com](mailto:froekania20@gmail.com).

#### PROCEDURE FOR THE EXERCISE OF THE RIGHT OF HABEAS DATA

In compliance with the rules on protection of personal data, WWW.JURGenguerrero.INFO presents the procedure and minimum requirements for the exercise of their rights:

For the filing and attention of your request we ask you to provide the following information:

Full name and surnames; Contact data (Electronic address and contact telephone numbers), Means to receive a response to your request, Reason (s) / fact (s) that give rise to the claim with a brief description of the right you wish to exercise (know, update, rectify, request proof of authorization granted, revoke, delete, access information) Signature (if applicable).

The maximum term provided by law to resolve your claim is fifteen (15) business days, counted from the day following the date of receipt.

When it is not possible to meet the claim within that term, WWW.JURGenguerrero.INFO will inform the interested party of the reasons for the delay and the date on which their claim will be handled, which in no case may exceed eight (8) business days after the expiration of the first term.

Once the terms stipulated by Law 1581 of 2012 and the other norms that regulate or complement it have been fulfilled, the Holder who is denied, totally or partially, the exercise of the rights of access, update, rectification, suppression and revocation, may bring your case to the attention of the Superintendence of Industry and Commerce - Delegation for the Protection of Personal Data.

#### VALIDITY:

This Policy for the Treatment of Personal Data applies as of June 13, 2018. The databases in which the personal data will be recorded will have a validity equal to the time in which the information is maintained and used for the purposes described in this policy. Once that (s) purpose (s) is fulfilled and whenever there is no legal or contractual duty to keep your information, your data will be removed from our databases. Other examples of the period of permanence of the data in the database are the following:

The personal data provided will be kept while the contractual relationship with the Owner of the information is maintained.

The personal data provided will be kept as long as the deletion is not requested by the interested party and as long as there is no legal duty to keep them. The personal data provided will be kept for a period of 2 years from the last confirmation of interest on the part of the Holder.

The previously written information can not be copied, reproduced or used in any way without prior consultation to [froekania20@gmail.com](mailto:froekania20@gmail.com).