

# PERSONAL – DATA PROTECTION POLICY



## 1. SCOPE

This Policy applies to the companies that make up the Constructora Concreto S.A. Business Group, made up of Constructora Concreto S.A., Inmobiliaria Concreto S.A.S., Industrial Concreto S.A.S., Cantera la Borrascosa S.A.S., Advanced Construction Systems Zona Franca S.A.S., U-Storage S.A.S., Colombian Mercantile Consortium S.A. in Liquidation, DobleCe Re Ltd. (Bermuda), Concreto Internacional S.A. (Panama), Concreto Inversiones y Servicios S.A. (Panama) and the others that from time to time are incorporated into Grupo Empresarial Constructora Concreto S.A., as well as with respect to the company Consalfa S.A.S., hereinafter referred to as **THE COMPANIES**.

## 2. OBJECT

The purpose of this document is to regulate the policies and procedures that will be applicable in the handling of personal-data information by the Companies, according to the provisions contained in Law 1581 of 2012 and Decree 1377 of 2013.

## 3. RESPONSIBLE FOR THE TREATMENT

CORPORATE NAME	MAIN OFFICE	TELEPHONE	FAX	WEBSITE	EMAIL	CONTACT
Constructora Concreto S. A.	Carrera 43A #18 Sur – 135 4 <sup>th</sup> Floor Sao Paulo Plaza, Medellín	(+57 604) 402 – 5700	(+57 604) 402 – 5786	<a href="http://www.concreto.com">www.concreto.com</a>	<a href="mailto:habeasdata@concreto.com">habeasdata@concreto.com</a>	Ana Isabel Villegas García
Inmobiliaria Concreto S. A.	Carrera 43A #18 Sur – 135 4 <sup>th</sup> Floor Sao Paulo Plaza, Medellín	(+57 604) 402 – 5700	(+57 604) 402 – 5786	<a href="http://www.concreto.com">www.concreto.com</a>	<a href="mailto:habeasdata@concreto.com">habeasdata@concreto.com</a>	Ana Isabel Villegas García
Industrial Concreto S. A. S.	Calle 5B #21 – 24; Girardota	(+57 604) 402 – 5700	(+57 604) 402 – 5786	<a href="http://www.industrialconcreto.com">www.industrialconcreto.com</a>	<a href="mailto:habeasdata@concreto.com">habeasdata@concreto.com</a>	Lina María Guzmán Ortiz
Cantera La Borrascosa S. A. S.	Km 23, Vía las Palmas; El Retiro	(+57 604) 402 – 5700	(+57 604) 402 – 5786	<a href="http://www.industrialconcreto.com/agregados">www.industrialconcreto.com/agregados</a>	<a href="mailto:habeasdata@concreto.com">habeasdata@concreto.com</a>	Ana Isabel Villegas García
Sistemas Constructivos Avanzados Zona Franca S. A. S.	Km 14 Av. Cordialidad Mz 11, Lt 45 & 46; Galapa	(+57 604) 402 – 5700	(+57 604) 402 – 5786	N/A	<a href="mailto:habeasdata@concreto.com">habeasdata@concreto.com</a>	Lina María Guzmán Ortiz
U-Storage S. A. S.	Calle 143 #50 – 27; Bogotá	(+57 604) 402 – 5700	(+57 604) 402 – 5786	<a href="http://www.ustorage.co">www.ustorage.co</a>	<a href="mailto:habeasdata@concreto.com">habeasdata@concreto.com</a>	Ana Isabel Villegas García
Consorcio Mercantil Colombiano S. A. en Liquidación	Carrera 43A #18 Sur – 135 4 <sup>th</sup> Floor Sao Paulo Plaza, Medellín	(+57 604) 402 – 5700	(+57 604) 402 – 5786	N/A	<a href="mailto:habeasdata@concreto.com">habeasdata@concreto.com</a>	Ana Isabel Villegas García
Consalfa S. A. S.	Carrera 6 #115 – 65, Zona F, Oficina 409; Bogotá	(+57 604) 402 – 5700	(+57 604) 402 – 5786	<a href="http://www.consalfa.com">www.consalfa.com</a>	<a href="mailto:habeasdata@concreto.com">habeasdata@concreto.com</a>	Ana Isabel Villegas García

The person in charge of processing personal data for all legal purposes is Constructora Concreto S.A. The companies DobleCe Re Ltd. (Bermuda), Concreto Internacional S.A. (Panama), Concreto Inversiones y Servicios S.A. (Panama), are regulated by the personal-data protection regulations applicable in each country.

### **3. TREATMENT TO WHICH THE PERSONAL DATA WILL BE SUBJECTED AND THE PURPOSE OF THE TREATMENT**

The treatment is any operation or set of operations on personal data, such as its collection, storage, conservation, recording, use, circulation or deletion.

The information collected by the Companies in providing their services and in general in developing their corporate purpose is primarily used to identify, maintain a record and control of the suppliers, Clients, Chareholders, contractors, employees of the Companies, to comply with the obligations arising from the legal, commercial, contractual or any other relationship with the Companies, as well as the enforceability of the rights that the Parties have under them, to maintain the holders of the personal data informed regarding the goods and services provided by the Companies, to send them information of an advertising, commercial and marketing nature, events and – in general – information related to the development of the Corporate Purpose of the Companies and finally to transfer personal data to third parties designated by them to provide the services offered and the enforceability of the rights generated by virtue of the existing legal, contractual or commercial relationship.

#### **Treatments and General Purposes of the Information:**

- To process and confirm personal data;
- To provide the services and/or products acquired directly or with the participation of third parties;
- To promote and advertise our activities, products and services;
- To carry out accounting and administrative transactions derived from the ordinary course of business of the Companies;
- To make reports with the different national control and surveillance administrative authorities, police or judicial authorities, financial entities and/or insurance companies;
- For internal administrative and/or commercial purposes such as: market research, audits, accounting reports, statistical analysis or billing;
- To carry out the accounting records related to the operations carried out in the course of business of the companies;
- To send and receive correspondence;
- To identify fraud and prevent money laundering and other criminal activities.

#### **Regarding the Information of the Shareholders and Members of the Board of Directors:**

- To control the Shareholding and publication of the Shareholders with the greatest participation, in accordance with the regulations issued for this purpose by the Financial Superintendency of Colombia;
- To comply with judicial decisions and administrative and legal, fiscal and regulatory provisions;
- To comply with legal obligations and exercise the rights derived from the condition of Shareholder and member of the Board of Directors of the Companies;
- To send information related to the Companies, as well as summons for meetings of the General Shareholders' Assembly and the Board of Directors.

### **Regarding the Information of Suppliers and Creditors:**

- To comply with judicial decisions and administrative, legal, fiscal and regulatory provisions;
- To comply with contractual obligations and the enforceability of the rights derived from the contractual relationship, for which the information may be transferred to third parties, such as financial entities, notary publics, restrictive lists for the prevention of money laundering and the financing of terrorism (ML/FT), lawyers, among others;
- To consult the supplier in restrictive lists of prevention of ML/FT, judicial records and others that contain public information and that are considered pertinent to evaluate the relevance of contracting the supplier;
- To carry out the accounting and administrative processes in which the suppliers are linked;
- To transmit information and personal data in audit processes;
- To collect, store and use the personal information of employees and contractors of the suppliers in order to comply with the obligations derived from the existing contractual or legal relationship in relation to them;
- Any other use that the provider or creditor authorizes in writing for the use of its information.

### **Regarding Client and Visitor Information:**

- To send commercial, advertising and marketing information;
- To comply with contractual or legal obligations, for which the information may be transferred to third parties, such as financial entities, notary publics, restrictive lists for the prevention of money laundering and the financing of terrorism (ML/FT), lawyers among others;
- To comply with judicial decisions and administrative, legal, fiscal and regulatory provisions;
- To transmit information and personal data in audit processes;
- To invoice goods and services provided by the Companies to Clients;
- To access control and video surveillance of people who visit the Companies' facilities as a security measure.

### **Regarding the Information of Employees, Retired Workers, Pensioners and Candidates to Fill Vacancies:**

- For purposes related to the employment relationship (Affiliation and fulfillment of obligations derived from affiliation to EPS, ARL, pension and severance funds, family compensation funds, among others);
- To comply with judicial, administrative and legal requirements;
- Accounting and payment of payroll;
- To recruit and select personnel who will fill the vacancies, directly or through third parties hired for the purpose;
- To process, confirm and comply with the legal and extra-legal labor obligations derived from the employment contract;
- To carry out transactions;
- To pay extralegal benefits;

- To carry out audits and evaluation of skills on our employees and candidates to fill vacancies;
- To consult employees and candidates to fill vacancies in restrictive lists for money laundering and the financing of terrorism;
- Statistical analysis;
- To develop training and education programs directly or through third parties contracted for this purpose;
- To share personal data with banks and other companies that offer benefits and welfare programs to our active employees, among others.

Regarding the data of employees and contractors, the Companies will carry out the processing of biometric data in order to carry out the control of entry to the headquarters and works developed by the Companies, where their employees and contractors provide services, as well as the verification of the compliance with the schedules established by the Companies within their working hours, and to establish the calculation and liquidation of social benefits. The provision of information corresponding to biometric data is optional as it is considered sensitive.

The Companies recognize the importance of the security, privacy and confidentiality of the personal data provided by people, for which it is committed to its protection and proper handling, in accordance with the legal regime for the protection of personal data and in particular as provided in this policy, which is why the information contained in the aforementioned databases will only be accessed by Company officials who, by virtue of the functions of their position, must know it and use it for the fulfillment of the indicated purposes.

The Companies will keep the personal information of the owners of the information in the aforementioned databases, while it is used to comply with the purpose indicated in this policy; once said use ends, the information will be blocked in the information system of the Companies, remaining only as historical data of the operations carried out with the owner, but no transaction or use of said data may be carried out. The foregoing is a security measure against possible fraud and the principle of integrity of the information system that the Companies have adopted for the purposes of managing their operation.

#### **4. RIGHTS OF THE HOLDER:**

The Holder is a natural person whose personal data is collected, stored or used by the Data Controller. The Holder shall have the following rights:

- a) To know, update and rectify their personal data with the person in charge of the treatment, when the data is partial, inaccurate, incomplete, fractioned, and misleading. In any case, the Holder is obliged to provide truthful information;
- b) To request proof of the authorization granted to the person in charge of the treatment, unless expressly excepted as a requirement for the treatment;
- c) To be informed upon request addressed to the person in charge of the treatment regarding the use that has been given to their personal data;
- d) To submit to the Superintendency of Industry and Commerce complaints for violations of the provisions of Law 1581 of 2012 and its regulatory Decrees and other regulations that modify, add or complement it;

- e) To revoke the authorization and/or request the deletion of the data when the principles, rights and constitutional and legal guarantees are not respected in the Treatment, as long as the Holder does not have a legal or contractual duty to remain in the database;
- f) To have free access to their personal data that has been processed by the person in charge of the treatment.

## 5. PROCEDURE FOR QUERIES, DATA UPDATING AND CLAIMS:

**Queries:** The Holders or their successors in title may consult the personal information of the Holder that is stored in the Companies' database.

The query must be made in writing, either by communication addressed to **Ana Isabel Villegas García**, at **Carrera 43A #18 Sur – 135; Sao Paulo Plaza in Medellín**, or to the email **habeasdata@conconcreto.com**.

The query will be answered within a maximum term of ten (10) business days from the date of receipt of the query. When it is not possible to attend the query within this period, the Interested Party shall be informed, stating the reasons for the delay and indicating the date on which their query will be attended, which, in no case, may exceed five (5) business days following the expiration of the first period.

**Claims:** When the Holder or their successors in title who consider that the information contained in the Conconcreto S.A. database must be subject to correction, updating or deletion, or when they notice the alleged breach of any of the duties contained in this document or in the law, they may file a claim.

The claim shall be made through a request addressed to **Ana Isabel Villegas García at Carrera 43A #18 Sur – 135; Sao Paulo Plaza in Medellín or to the email habeasdata@conconcreto.com**, and which must state: the name and identification of the Holder, the description of the facts that give rise to the claim, the address, and email, and it must be accompanied with the documents to support the claim.

If the claim is incomplete, the Interested Party shall be required within five (5) days after receipt of the claim to correct the faults. After two (2) months from the date of the request, without the applicant submitting the required information, it will be understood that the claim has been withdrawn.

Once the complete claim is received, a legend will be included in the database that says **Claim in Process** and the reason for it, in a period not exceeding two (2) business days. Said legend must be kept until the claim is decided.

The maximum period to address the claim will be fifteen (15) business days from the day following the date of receipt. When it is not possible to address the claim within this period, the Interested Party shall be informed of the reasons for the delay and the date on which their query will be attended, which, in no case, may exceed eight (8) business days following the expiration of the first period.

**Procedural Requirement:** The Holder or successor in title may only file a complaint with the Superintendency of Industry and Commerce once they have exhausted the consultation or claim process with the Companies.

**6. DATA COLLECTED BEFORE THE ISSUANCE OF DECREE 1377 OF 2013:**

For the data collected before the issuance of Decree 1377 of 2013, the Companies have informed the Holders of the Information Treatment Policies and the way to exercise their rights by publishing them on the Website [www.conconcreto.com](http://www.conconcreto.com).

If, within thirty (30) days after the publication of the privacy notice on the Website the Owner has not contacted the person in charge to request the correction, deletion, or authorization of their personal data, the Companies will continue to carry out the treatment contained in its databases for the purposes indicated in the privacy notice.

**7. MODIFICATIONS TO PRIVACY POLICIES:**

The Companies reserve the right to make changes or updates to this Privacy Policy at any time, in response to new legislation, internal policies or new requirements for the provision or offering of their services or products. These modifications will be available to the public through the Website [www.conconcreto.com](http://www.conconcreto.com).

**8. ACCEPTANCE:**

The Holders of the information accept the processing of their personal data in accordance with the terms of this Policy, at the time of providing their data.

**9. VALIDITY:**

This General Privacy Policy is effective from the date of its publication in the month of May 2017.