

	PRIVACY POLICY	VERSION No. 1	25/10/2024
		CODE	GAD-PLT-001
		PAGE	1 de 12

INTERNATIONAL PROJECT MANAGEMENT SAS is respectful of the data personal data and information provided by its partners, active or inactive clients, active or inactive collaborators, students, people with business relationships, representatives of state entities, suppliers, contractors or business partners. In accordance with the provisions with the Colombian Law 1581 of 2012 and its Decree Regulatory 1377 of 2013 in the present Policy of Privacy, establish the purposes, measures and procedures established for the use of the Databases by **INTERNATIONAL PROJECT MANAGEMENT SAS** in the provision of services established in its corporate purpose, as well as the mechanisms that people whose data are in the Databases of **INTERNATIONAL PROJECT MANAGEMENT SAS** has to know, update, rectify, delete and in general do worth their rights as headlines of Data Personal.

I. Aim

Establish the criteria for the harvest, storage, use, circulation and suppression of the personal data processed by **INTERNATIONAL PROJECT MANAGEMENT SAS**

II. Scope

This policy applies to all personal information recorded in the databases of **INTERNATIONAL PROJECT MANAGEMENT SAS** , which acts as the **CONTROLLER** of personal data.

III. Obligation compliance

This policy is mandatory and strictly enforced by **INTERNATIONAL PROJECT MANAGEMENT SAS**.

IV. Responsible of the Treatment.

Reason Social: **INTERNATIONAL PROJECT MANAGEMENT SAS**

NIT. No.: 830.121.597- 5

Home Major: Carrera11B No. 98-08, Office 301, in the city of Bogotá DC Telephone: 9191120

email: info@ipmconsulting.net

INTERNATIONAL PROJECT MANAGEMENT SAS is a legal entity that through its officials authorized to do so are responsible for the processing of the Databases and Personal Data of the Owners.

INTERNATIONAL PROJECT MANAGEMENT SAS guarantees Data Subjects access to their processed Personal Data, promptly addressing their queries, complaints, requests for rectification, updating, and deletion of their personal data contained in both physical and electronic mechanisms.

To learn more about your rights, the ways to exercise them, and the purposes and types of processing to which your personal data will be subjected, the Owners will be able to go personally to the Carrera. 11 B No 98 08 Of 301, in the city of Bogotá DC, send communication physics to the same address either through the application expresses addressed to the email address info@ipmconsulting.net

	PRIVACY POLICY	VERSION No. 1	25/10/2024
		CODE	GAD-PLT-001
		PAGE	2 de 12

Since it develops its corporate purpose and provides services of A. Provision of advisory services, orientation and attendance operational to companies and others organizations in management subjects such as strategic and organizational planning; financial decision-making issues; goals and policies of marketing; planning of the production; policies, practices and planning of rights humans. Advice and aid to the companies and the entities public in subject of planning, organization, address and control, administrative information, etc. B. Provision of architectural services, engineering services, services of drawing of plans, services of inspection of buildings and services of prospecting, cartography and services similar. Consulting of architecture: design of buildings and Construction plan drawing, urban planning and landscape architecture, engineering design (is say, application of the laws physical and of the beginning of engineering to the design of machines, materials, instruments, structures, processes and systems) and consulting activities related to: machinery, processes and Industrial plants; civil, hydraulic, and traffic engineering projects; water management projects; development and implementation of electrical and electronic engineering projects; mining engineering; chemical, mechanical, industrial, and systems engineering; and engineering specializing in security systems and project management activities related to construction. The development of specialized engineering projects in air conditioning, refrigeration, sanitation, pollution control, acoustic conditioning, etc. C. Planning and design of computer systems that integrate the equipment (hardware), programs computer scientists (software) and technologies of the communications (includes networks of area local [lan], grid of area extensive [wan], between others). Medium physical and logical as part of our integrated services. Installation, training, and user support for the system. On-site management and operation services for computer systems and/or computer data processing facilities, as well as related support services. Consulting services for the design of information management systems and computer equipment. Consulting services for manufacturing systems. assisted by computer. Service of analysis (sic)for the facility of computer equipment. D. Administration and personnel supply services (sic) areas of knowledge. Supply of resource human (sic) of our customers by it general to long term or in (sic). E. Import and export of technology equipment, (sic) f. Import of software licenses, programs (sic) distribution in the country. G. Purchase and sale of software as a distributor or manufacturer. H. Wholesale and retail trade of computers, peripheral equipment and computer programs b. Other consulting, administration, intermediation, distribution, purchase and sale services, among others.

The express and unequivocal authorization of the Data Subjects for the processing of their Personal Data implies acceptance of the terms and conditions established herein and authorization for the use and other processing described herein. In any case, this Privacy Policy may not, at any time, be construed in any way contrary to the laws applicable and to the rights that them correspond to their Headlines. In the In order to provide services for its corporate purpose, whether permanently or occasionally, it may collect, use and process Personal Data of active or inactive clients, active or inactive collaborators, students, doctors with a commercial relationship, representatives from state entities, suppliers, contractors or allies commercials (hereinafter the “ Headlines ”), and in general of any third that have relationship commercial with **INTERNATIONAL PROJECT MANAGEMENT SAS**

	PRIVACY POLICY	VERSION No. 1	25/10/2024
		CODE	GAD-PLT-001
		PAGE	3 de 12

INTERNATIONAL PROJECT MANAGEMENT SAS , as the controller of the Personal Data, will make its best professional effort to maintain all Personal Data it receives, especially Sensitive Data, under adequate standards of quality, protection, and security. Likewise, it will strive to guarantee that the Data Personal and/or Sensitive Data Collected have the necessary technical and legal protection to guarantee their security, integrity, access, and confidentiality. Data Subjects expressly authorize **INTERNATIONAL PROJECT MANAGEMENT SAS** to store their Personal Data and/or Sensitive Data in the manner it deems most appropriate and in compliance with the security requirements for the protection of Personal Data in accordance with normal and reasonable standards applicable to companies whose activities are similar to those of **INTERNATIONAL PROJECT MANAGEMENT SAS** .

The Headlines authorize to **INTERNATIONAL PROJECT MANAGEMENT SAS** for perform the treatment of their Data Personal with the following purposes: (to) he development of (b) its corporate purpose; (c) educational and academic purposes; (d) establish communication with the Owners for any purpose related to the purposes established in this Privacy Policy, whether through calls, text messages, emails and/or physical mail; (e) send information about the products or services marketed by **INTERNATIONAL PROJECT MANAGEMENT SAS** , as well as news, updates, publications and promotions of its own or third parties; (f) send information about its own and third-party programs; (g) carry out studies either research of market for use academic either commercial, either directly or through third parties that carry out the activities specific to its purpose social in how much to the processes of selection of staff, roster and security social; (h) commercial management, contract signing, customer registration in billing and accounting software for commercial and tax purposes; (i) supplier management; and (j) and directly between or through third parties: consult, carry out administrative procedures, send commercial information, request the completion of surveys, collect, store, use, circulate, delete, process, contact, survey, compile, exchange, publish, audit, update and/or dispose of the Personal Data that the Owners provide to incorporate them into its different Databases. (k) Manage the processing of requests, complaints or claims. (l) Transfer personal data outside the country to third parties with whom **INTERNATIONAL PROJECT MANAGEMENT SAS** has signed a data processing contract and it is necessary to provide it to fulfill the contractual purpose. (m) Provide the information to third parties with whom **INTERNATIONAL PROJECT MANAGEMENT SAS** has a contractual relationship and it is necessary to provide it to fulfill the contracted purpose.

V. Definitions.

Authorization: Prior, express and informed consent of the Data Subjects to carry out the Processing of their Personal Data;

Base of Data: Set organized of data personal that will be object of Treatment

	PRIVACY POLICY	VERSION No. 1	25/10/2024
		CODE	GAD-PLT-001
		PAGE	4 de 12

Personal data: Any information linked to or that can be associated with one or more specific or determinable natural persons;

In charge of the Treatment: Person natural either legal, public either private, that by Yeah itself or in association with others, carries out the processing of personal data on behalf of the Data Controller;

Data Controller: Natural or legal person, public or private, who by himself either in associate with others, decide about the Base of Data I he Treatment of the Personal Data ; Title : Person natural whose data personal be object of Treatment;

Treatment: Any operation either set of operations about Data Personal, such as collection, storage, use, circulation or disposal.

VI. Authorization of the Headlines.

Through the supply voluntary provision of your Personal Data and/or Sensitive Data in the manner indicated in this Privacy Policy and in the express verbal or written authorization, the Holders expressly or unequivocally authorize INTERNATIONAL PROJECT MANAGEMENT SAS for gather their Data Personal and Data Sensitive and any other information they provide, as well as to process their Personal Data, in accordance with this Privacy Policy and the law.

INTERNATIONAL PROJECT MANAGEMENT SAS will only use, process and circulate the Personal Data, Sensitive Data and other information of the Holders for the purposes described. and for the treatments authorized expressly by the Headlines, in this Privacy Policy or in the laws in force. In addition to what is mentioned in other clauses of this Privacy Policy, the Owners expressly authorize **INTERNATIONAL PROJECT MANAGEMENT SAS** to collect, use and distribute their data personal and other information for the following purposes and in the The following purposes: (a) the development of its corporate purpose; (b) compliance with current regulations; (c) educational and academic purposes; (d) establish communication with the Owners for any purpose related to the purposes established in this Privacy Policy, whether through calls, text messages, emails and/or physical mail; (e) send information about the products or services marketed by **INTERNATIONAL PROJECT MANAGEMENT SAS** , as well as news, publications and promotions of its own or those of third parties; (f) send information about its own and thirdparty programs; (g) conduct market studies or research for academic or commercial use, either directly or through third parties that carry out activities related to its corporate purpose in terms of personnel selection, payroll and social security processes; (h) commercial management, signing of contracts, registration of clients in billing and accounting software for commercial purposes and tributaries; (Yo) management of suppliers; and (j) and directly between either to through from third parties: consult, carry out administrative procedures, send commercial information, request diligence of surveys, gather, store, wear, circular, delete.

	PRIVACY POLICY	VERSION No. 1	25/10/2024
		CODE	GAD-PLT-001
		PAGE	5 de 12

k) Process, contact, survey, compile, exchange, publish, audit, update and/or dispose of the Personal Data that the Data Subjects provide in order to incorporate them into its different Databases. (l) Transfer personal data outside the country to third parties with whom INTERNATIONAL PROJECT MANAGEMENT SAS has signed a data processing contract and it is necessary to provide it to them for the fulfillment of the contractual purpose. (m) Provide the information to third parties with whom INTERNATIONAL PROJECT MANAGEMENT SAS has a contractual relationship and it is necessary to provide it to them for the fulfillment of the contracted purpose.

VII. Beginning for he Treatment of Data Personal by part by INTERNATIONAL PROJECT MANAGEMENT SAS

In the development, interpretation and application of the Colombian Law 1581 of 2012 , INTERNATIONAL PROJECT MANAGEMENT SAS will apply, in a harmonious and comprehensive manner, the following principles:

- a) Principle of legality in data processing: The processing of personal data carried out by INTERNATIONAL PROJECT MANAGEMENT SAS is an activity regulated that HE will hold to it established in the law and in the others provisions to develop it;
- b) Purpose principle: The Treatment that INTERNATIONAL PROJECT MANAGEMENT will carry out SAS obey to a purpose legitimate of agreement with the Constitution and the Law, and the Holders recognize this;
- c) Principle of freedom: He Treatment of Data Personal that performs INTERNATIONAL PROJECT MANAGEMENT SAS is carried out with the prior, express and informed consent of the Owners;
- d) Principle of veracity either quality: The information subject to Treatment must be truthful, complete, accurate, up-to-date, verifiable and understandable.
- e) Principle of transparency: In the Processing of Personal Data by INTERNATIONAL PROJECT MANAGEMENT SAS, the right of the Owners to obtain from the Data Controller or the Data Processor, at any time and without restrictions, information about the existence of Personal Data that concerns them is guaranteed;
- f) Principle of restricted access and circulation: The Treatment INTERNATIONAL PROJECT MANAGEMENT SAS HE subject to the boundaries that HE derive of the nature of Personal Data, the provisions of the law and the Constitution.
The Personal Data that will be processed by INTERNATIONAL PROJECT MANAGEMENT SAS , except for public information, will not be available on the Internet. or others media of divulgation either communication massive, except that he access sea

	PRIVACY POLICY	VERSION No. 1	25/10/2024
		CODE	GAD-PLT-001
		PAGE	6 de 12

technically controllable for toast a knowledge restricted only to the Headlines or third parties authorized in accordance with the law;

g) Principle of security: The information subject to Treatment part of **INTERNATIONAL PROJECT MANAGEMENT SAS** will be managed with the technical, human and administrative measures that are necessary for its security, avoiding its adulteration, loss, consultation, use or unauthorized or fraudulent access;

h) Confidentiality Principle: All persons involved in the Processing of Personal Data by **INTERNATIONAL PROJECT MANAGEMENT SAS** are required to guarantee the confidentiality of the information, even after their relationship with any of the tasks comprising the Processing has ended. They may only provide or communicate Personal Data when this corresponds to the development of the activities authorized by law and under the terms thereof.

VIII. Treatment to the Which They will be Subdued the Data.

1. **INTERNATIONAL PROJECT MANAGEMENT SAS** only will use, will process and will circulate The personal data and other information of its members for the purposes described and for the processing authorized in this Privacy Policy or by applicable laws. In addition to what is mentioned in other clauses, each Data Subject expressly authorizes **INTERNATIONAL PROJECT MANAGEMENT SAS** to collect, use, and distribute their personal data.

2. **INTERNATIONAL PROJECT MANAGEMENT SAS** expressly informs the Owners of Sensitive Data that providing sensitive information is merely optional. and No are obliged to delivery information related with their Data Sensitive. However, for effective personnel selection, **INTERNATIONAL PROJECT MANAGEMENT SAS** recommends to the Headlines provide all the information sensitive or not that is necessary for effective selection and;

3. The Personal Data and Sensitive Data collected, which may also include medical and health-related information, are intended for (a) the development of his object social; (b) he compliance of the regulations current; (c) educational and academic purposes; (d) establish communication with the Data Subjects for any purpose related to the purposes set forth in this Privacy Policy, whether by phone calls, text messages, emails, and/or physical communications;

(e) send information about products or services marketed by **INTERNATIONAL PROJECT MANAGEMENT SAS** , as well as news, publications and promotions of its own or those of third parties; (f) send information about its own programs and of third parties; (g) carry out studies either research of market for use (h) commercial management, signing of contracts, registration of clients in billing and accounting software for commercial and tax purposes; (i) supplier management; and (j) and directly between or through third parties: consulting, carrying out procedures administrative, send information commercial, request diligence of

	PRIVACY POLICY	VERSION No. 1	25/10/2024
		CODE	GAD-PLT-001
		PAGE	7 de 12

surveys, collect, store, use, circulate, suppress, process, contact, survey, compile, exchange, post, audit, update I provide of the Data Personal (k) Manage requests, complaints or claims. (l) Transfer personal data outside the country to third parties with whom **INTERNATIONAL PROJECT MANAGEMENT SAS** has signed a data processing contract and it is necessary to provide it to them for the fulfillment of the contractual purpose. (m) Provide the information to third parties with whom **INTERNATIONAL PROJECT MANAGEMENT SAS** has a contractual relationship and it is necessary to provide it to them for the fulfillment of the contracted purpose.

4. INTERNATIONAL PROJECT MANAGEMENT SAS does not verify, nor does it assume the obligation to verify the identity of who supplies their Data Personal either Data Sensitive, nor the validity, sufficiency and authenticity of the Personal Data or Sensitive Data that it provides about itself, therefore, **INTERNATIONAL PROJECT MANAGEMENT SAS** is excluded from any liability for damages of any nature that may arise from the lack of veracity, validity, sufficiency or authenticity of the information. This includes any damages that may arise from impersonation of a third party.

5. This Privacy Policy applies to any registration of Personal Data and Sensitive Data made in person, by telephone, and/or virtually by Data Subjects, for the purpose of linking to any service or product.

6. He access of the Headlines to their Data Personal either Data Sensitive object of treatment, it is free.

IX. Rights of the Headlines of Data Personal.

In accordance with the provisions of the Law, the rights of the Holders of the information that are managed by the present Privacy Policy are contained in Colombian Law 1581 of 2012, and in

Decree 1377 of June 27, 2013. In particular, they are rights of the Holders as established in article 8 of Law 1581 of 2012:

- a) Know, update and rectify their Data Personal;
- b) Request proof of the authorization granted;
- c) Be informed, previous application, regard of the use that you ha given to their Data Personal;
- d) Submit complaints to the Superintendency of Industry and Commerce for violations of the provisions of the law;
- e) Revoke the authorization I request the suppression of their Data Personal; and
- f) Access in shape free to their Data Personal that have been object of treatment

	PRIVACY POLICY	VERSION No. 1	25/10/2024
		CODIGO	GAD-PLT-001
		PAGE	8 de 12

The Holders may at any time access the Personal Data kept by **INTERNATIONAL PROJECT MANAGEMENT SAS** and to the details of the treatment of the same, as well as to rectify them if they are inaccurate or incomplete, and to cancel them when consider that No HE require for some of the purposes indicated in this Privacy Policy, when they are being used for unauthorized purposes, either good, object simply to the treatment of the themselves. The delivery of This information is optional.

X. Homework of INTERNATIONAL PROJECT MANAGEMENT SAS

- a. Guarantee to the Headlines, in all time, he full and cash exercise of the right of habeas data;
- b. Request and keep, in the conditions planned in the present Policy Privacy, copy of the respective authorization granted by the Owner;
- c. Properly inform the Owner about the purpose of the collection and the rights that he or she has by virtue of the authorization granted;
- d. Keep the information low the conditions of security necessary for prevent its adulteration, loss, consultation, use or unauthorized or fraudulent access;
- e. Ensure that the information provided to **INTERNATIONAL PROJECT MANAGEMENT SAS** is true, complete, accurate, up-to-date, verifiable and understandable;
- f. Update the information, communicating in a timely manner to the Data Controller, all the news regard of the data that previously you is supplied and take other measures necessary to ensure that the information provided to it remains up to date;
- g. Rectify information when it is incorrect and communicate the relevant information to the Data Processor;
- h. Provide the Data Processor, as the case may be, only data whose processing this previously authorized of accordance with it provided in the present law;
- i. Demand that the Data Processor respect the security and privacy conditions of the Data Subjects' information at all times;
- j. Transact the queries and claims formulated in the terms pointed out in the law;
- k. Adopt a manual internal of policies and procedures for guarantee he proper compliance with the law and, in particular, for the handling of queries and complaints;

	PRIVACY POLICY	VERSION No. 1	25/10/2024
		CODE	GAD-PLT-001
		PAGE	9 de 12

l. Inform the Data Processor when certain information is being disputed by the Data Subject, once the claim has been submitted and the respective process has not been completed;

m. Inform to application of the Holder about he use given to your data;

n. Inform to the authority of protection of data when HE present violations to security codes and there are risks in the management of the Holders' information.

o. Comply with the instructions and requirements issued by the Superintendency of Industry and Commerce.

XI. Suppression of Data Personal and Consultation of Data Personal.

Databases **INTERNATIONAL PROJECT MANAGEMENT SAS** , must manifest it in shape expressly and personally at Cra 11 B No 98 08 Of 301, in the city of Bogotá DC, send physical communication to the same address or through the express request addressed to the email info@ipmconsulting.net . A time received the application, in he term of thirty (30) business days the Personal Data will be deleted from the INTERNATIONAL Databases PROJECT MANAGEMENT SAS , fulfilling with he procedure for said procedure, consistent in he lifting of a minutes in the which HE consign the Deletion of the information of the owner of the INTERNATIONAL PROJECT MANAGEMENT SAS databases

The Headlines either their successors in title will be able to consult the information staff of the Holder let it rest in the Bases of Data of INTERNATIONAL PROJECT MANAGEMENT SAS . Queries must be made in person at the offices of the data controller located at Cra 11 B No 98 08 Of 301, in the city of Bogotá DC, by sending physical communication to the same address or by express request addressed to the email info@ipmconsulting.net . The query will be attended to within a maximum period of fifteen (15) business days from the date of receipt thereof. When it is not possible to attend to the query within this period, the interested party will be informed, expressing the reasons of the delay and pointing the date in that HE will attend his consultation, the which in none case may get over the five (5) days skillful following to the maturity of the first term.

For this effect and, for give compliance to the Law 1581 of 2012 and to the Decree 1377 of 2013, on the Protection of Personal Data, the Holders acknowledge and accept that they were informed that have right in any moment to access to their Data Personal, to which these be rectified, modified, updated either to deny his treatment, directing a communication written to the mail electronic info@ipmconsulting.net ; either to the address Physical located at Cra 11 B No 98 08 Of 301, in the city of Bogotá DC

XII. New Uses

	PRIVACY POLICY	VERSION No. 1	25/10/2024
		CODE	GAD-PLT-001
		PAGE	10 de 12

INTERNATIONAL PROJECT MANAGEMENT SAS may request authorization for the use or circulation of the Personal Data of the Holders or other type of information, for purposes other than those expressed in this Privacy Policy, for which it will publish in any public medium that it deems appropriate according to the case, the information necessary for the Holders to express their consent.

XIII. Validity.

The present Policy for the Treatment of Data Personal governs to to leave of the fifteen (15) May 2023.

The databases in which **INTERNATIONAL PROJECT MANAGEMENT SAS** will record the Personal Data and Sensitive Data will have a validity equal to the time in which they are keep and use the information to the purposes described in This policy. Once these purposes have been fulfilled and provided there is no legal or contractual obligation to retain your information, your data will be deleted from our databases. of data. This is the scope of the authorization granted by the Data Subjects.

XIV. Modifications.

Without prejudice to constitutional rights and applicable legal and regulatory provisions, especially those contained in Law 1581 of 2012, and Decree 1377 of 2013, **INTERNATIONAL PROJECT MANAGEMENT SAS** may modify in any moment this Policy of Privacy. Tales modifications will be informed to the Headlines through from any other mechanism of directed or undirected mass dissemination.

XV. Property Intellectual.

Databases, or the various types of electronic repositories, are intellectual creations subject to copyright protection. **INTERNATIONAL PROJECT MANAGEMENT SAS** is the owner of the databases it uses, and is fully subject to the rules on protection of Personal Data and Habeas Data contained in Law 1581 of 2012, and Decree 1377 of June 27, 2013. Consequently, **INTERNATIONAL PROJECT MANAGEMENT SAS** as holder of rights about the database, is the only one who has the power to authorize the use, reproduction or disposition of the same to third parties.

XVI. Measures Security .

The security measures that **INTERNATIONAL PROJECT MANAGEMENT** has in place SAS they look for protect the data of the people in they including, in in order to prevent its adulteration, loss, unauthorized use and access. To this end, **INTERNATIONAL PROJECT MANAGEMENT SAS** diligently implements measures of protection human, administrative, legal and technique that reasonably are within your reach. The Holders accept expressly this form of protection and declare that they consider it suitable and sufficient for all purposes

	PRIVACY POLICY	VERSION No. 1	25/10/2024
		CODE	GAD-PLT-001
		PAGE	11 de 12

Of equal shape, the third parties hired by **INTERNATIONAL PROJECT MANAGEMENT SAS**, are likewise obliged to adhere and give compliance to the policies and information security manuals, as well as the security protocols that we apply to all our processes. Every contract between **INTERNATIONAL PROJECT MANAGEMENT SAS** and third parties (contractors, external consultants, temporary collaborators, etc.) involving the processing of personal information and data includes a confidentiality agreement detailing its commitments to the protection, care, security, and preservation of the confidentiality, integrity, and privacy of such information.

XVII. Person either Area Responsible of the Attention of Petitions, Consultations and Claims.

INTERNATIONAL PROJECT MANAGEMENT SAS has designated as responsible person of to watch by he compliance of this policy to the Manager General with he support from the legal department, who will designate the person responsible for processing the data that is the reason for the request in case of any request, query or claim, to carry out any update, rectification and deletion of personal data, via email at info@ipmconsulting.net.

XVIII. Procedure for that he Holder can Know, Rectify and Delete Information and Revoke Authorization (Right to habeas data).

a) Questions:

The Headlines either their successors in title will be able to consult the information staff of the Holder let it rest in the Bases of Data of **INTERNATIONAL PROJECT MANAGEMENT SAS** who will supply all the information contained in he record individual either that this linked with the identification of the Holder.

The consultation HE will formulate to through of the email:

info@ipmconsulting.net

The query will be answered within a maximum period of fifteen (15) business days from the date of the request. of the date of receipt of the same. When No outside possible attend the consultation Within this period, the interested party will be informed, stating the reasons for the delay and indicating the date on which his/her query will be addressed, which in no case may exceed five (5) business days following the expiration of the first term.

b) Claims:

The Holder or his successors in title who consider that the information contained in a database should be subject to correction, updating or deletion, or when they notice the alleged breach of any of the homework contents in the law, will be able to introduce

	PRIVACY POLICY	VERSION No. 1	25/10/2024
		CODE	GAD-PLT-001
		PAGE	12 de 12


a claim to the data controller which will be processed under the following rules:

1. The claim of the Holder will be formulated through a request addressed to **INTERNATIONAL PROJECT MANAGEMENT SAS** by he mail electronic info@ipmconsulting.net . with the identification of the Holder, the description of the facts that give place to the claim, the address, and accompanying the documents that HE want do worth. Yeah he claim it turns out incomplete, it will be required interested in of the five (5) following days upon receipt of the claim for that correct the faults. After two (2) months from the date of the requirement, without the applicant presenting the required information, it will be understood that he has withdrawn the claim.

in case of who receive the claim No sea competent for solve it, will give transfer to whom corresponds in a term maximum of two (2) days skillful and will inform of the situation to the interested party.

2. Once the email containing the complete claim is received, it will be labeled "claim in process" and the reason for the claim within a period of no more than two (2) business days. This label will remain in effect until the claim is resolved.

3. The maximum term to address the claim will be fifteen (15) business days counted from the day following the date of receipt. When it is not possible to attend to the claim within this period, the interested party will be informed of the reasons for the delay and the date on which HE will attend his claim, the which in none case may get over the eight (8) days business days following the expiration of the first term.

Address:	Cra 11 b No 98 – 08 OF 301
City:	Bogotá D.C
Departament:	Cundinamarca
Representative legal:	Alexander Meisel Roca
Signature:	<div> VIDsigner code: 14FE6E10665A4A75A6...  ALEXANDER MEISEL ROCA GERENCIA GENERAL </div>

CONTROL OF CHANGES		
DATE	CHAGES	VERSION
25/10/2024	ELABORACION DEL DOCUMENTO	1