

HABEAS DATA

INDUSTRIAS DE ALUMINIO ARQUITECTONICO Y VENTANERIA S.A.S. ALCO S.A.S., a company domiciled in Sabaneta (Antioquia), identified with NIT 811029147-2, located at Carrera 48 A No. 57 SUR 30, is a committed and responsible company regarding the privacy and security of Personal Data of its USERS AND CLIENTS, under the terms of Law 1581 of 2012 and Decree 1377 of 2013. In this regard, the following 'PRIVACY POLICY AND PROTECTION OF PERSONAL DATA' has been adopted, in which USERS AND CLIENTS can learn about the procedure for the collection, storage, and processing of the Personal Data that they provide in our databases, as well as the rights, guarantees, and procedures to enforce them:

I. DEFINITIONS OF INTEREST:

Personal Data: Any information linked to or that can be associated with specific or identifiable natural persons.

- Database: A set of personal data organized systematically for later processing.
- Authorization: Express, prior, and informed consent of the personal data owner to carry out data processing.
- Processing: Operations or activities that can be carried out with personal data, including collection, use, copying, transfer, transmission, or deletion.
- Sensitive Data: Sensitive data refers to information that affects the intimacy of the Data Subject or whose misuse could lead to discrimination, such as data revealing racial or ethnic origin, political orientation, religious or philosophical beliefs, membership in unions, social organizations, human rights organizations, or promoting interests of any political party or guaranteeing the rights and guarantees of opposition political parties, as well as data related to health, sexual life, and biometric data.

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II. PURPOSE OF PROCESSING PERSONAL DATA:

The information provided by the data subject will be included in our database and will be used for: The negotiation process of our products and services. Development of commercial activities between the parties. Administrative and operational purposes within the company.

Sending communications related to our products and services.

Informing entities that require it, to fulfill obligations with the state (DIAN, legal processes, etc.)

III. RESPONSIBLE FOR PROCESSING PERSONAL DATA:

ARCHITECTURAL ALUMINUM AND WINDOWS INDUSTRIES S.A.S. ALCO S.A.S.

identified with NIT 811029147-2, constituted by public deed No 3190 of the notary 29 of Medellín on July 13, 2001, registered in the Chamber of Commerce of Aburra Sur, domiciled in Sabaneta (Antioquia), located at Carrera 48 a 57 sur 30 - Phone: 4483377 - Email: alco@alco.com.co

IV. HOW PERSONAL DATA IS OBTAINED:

The personal data obtained and stored by INDUSTRIAS DE ALUMINIO ARQUITECTONICO Y VENTANERIA S.A.S. ALCO S.A.S., are voluntarily and directly provided by their owners.

V. MEANS BY WHICH THE DATA SUBJECT AUTHORIZES THE PROCESSING OF THEIR PERSONAL DATA:

The data subjects must authorize the responsible party for the processing of their data by completing the AUTHORIZATION FORM. Additionally, the authorization may be provided in a credit application, affiliation forms designed by the company, and other direct means that the data subject may use.

VI. RESPONSIBILITIES OF THE PERSONAL DATA CONTROLLER:

Processing personal data in accordance with the authorization given by the data subjects and in compliance with the purposes and objectives established in Law 1581 of 2012 and Regulatory Decree 1377 of 2013. Implementing personal data security measures in accordance with the instructions issued by the Superintendence of Industry and Commerce in this regard.

VII. RIGHTS OF THE DATA SUBJECTS AND THEIR HEIRS IN

CASE OF DEATH:

- In accordance with Law 1581 of 2012 and Decree 1377 of 2013, the rights granted to data subjects and their heirs, in case of death, are as follows:
- Right to inquire about their personal data for free and to know if the data is being processed by the responsible company.
- Right to request the update, rectification, and deletion of their personal data at any time.
- Right to revoke the authorization given to the responsible party for the processing of their personal data at any time.
- Right to request proof at any time of the authorization given to the responsible party for the processing of their personal data.
- Right to file complaints with the Superintendence of Industry and Commerce for violations of the provisions of Law 1581 of 2012 and other regulations that modify, add, or complement it. Other rights provided by the Law.

VIII. HOW THE DATA SUBJECT CAN EXERCISE THEIR RIGHTS:

The data subjects may at any time submit inquiries, suggestions, complaints, or claims to the personal data controller. To carry out these procedures, the interested party must go to the offices of **INDUSTRIAS DE ALUMINIO ARQUITECTONICO Y VENTANERIA S.A.S. ALCO S.A.S.**, located at Carrera 48 A No. 57 SUR 30, Municipality of Sabaneta (Antioquia), or send an email to alco@alco.com.co or through a written request. The request will be attended to within eight business days following the date of submission. The request must contain at least the following information: Identification of the data subject, complaint, description of the facts giving rise to the inquiry, suggestion, complaint, or terms of the request, and notification address.

IX. RESPONSIBILITIES OF THE DATA SUBJECT:

Provide personal and/or sensitive data truthfully, accurately, completely, and timely. Exercise the rights granted by the law properly, without any abuse. Update the personal data provided.

