PERSONAL DATA PROCESSING AND PROTECTION MANUAL- 3DSTUDIO

	Política De Tratamiento Y Protección De Datos Personales - 3DStudio	**CÓDIGO**	3DS-GCA-PT-03
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Introduction

In compliance with the provisions of the statutory law 1581 of 2012, its regulatory degree 1377 of 2013 and as set forth in Article 15 of the Political Constitution of Colombia, 3DStudio adopts the current Personal Data Processing and Protection Policy.

The application of this policy is mandatory for all individuals and/or legal entities included in 3DStudio's work team, who are involved in the development of software activities, including the design, development, implementation, support, and maintenance of software products and/or services.

Goal

This policy is issued to define the guidelines under which all personal data of natural and legal persons working in 3DStudio must be treated and protected.

The above is given in compliance with the regulations, policies, and procedures for the attention of the rights of holders, and criteria for collection, storage, use, circulation, and deletion that will be given to personal data.

Scope

This policy will be applied to all databases that contain personal data processed by 3DStudio.

Principles

1. **Liberty Principle:** Data may only be processed with the prior explicit and informed consent of the owner. Personal data may not be obtained or disseminated without prior authorization from 3DStudio or without legal or judicial authorization requiring consent.

2. **Principle of Truthfulness or Quality:** The information processed must be accurate, complete, precise, updated, verifiable and understandable. It is prohibited to process information in a partial, incomplete, fragmented, or misleading manner.

3. **Transparency Principle:** Within the processing of information, the holder's right to obtain from the data controller, at any time and without any restrictions, information regarding the existence of data concerning him/her shall be guaranteed.

4. **Restricted Access and Circulation Principle:** Data processing is subject to the limitations derived from the nature of the personal information, the provisions of Law 1581 of 2012, and the Political Constitution of Colombia. Thus, the processing must only be carried out by persons authorized by the holder and/or the persons referred to in said law. Personal data, except for public data, must not be available on the Internet or other means of dissemination or mass communication, unless access is technically controllable to provide restricted knowledge only to the owners or authorized third parties.

5. **Security Principle:** The information will be processed considering the necessary technical, human, and management measures to

guarantee that records are safe and protected against counterfeiting, loss, unauthorized or fraudulent access, and/or use.

6. **Confidentiality Principles:** All persons who intervene in non-public personal data processing, shall be compelled to ensure confidentiality or information reservation, even after finalizing its relationship with any of the duties at 3DStudio.

Treatment to which data will be subjected and purpose thereof.

Personal data will be utilized by 3DStudio to:

1. Provide information and services necessary for the company's users.
2. Comply with contractual obligations with external public and/or private entities.
3. Rate the quality of the products or services offered by 3DStudio.
4. Share and transfer personal data to third parties for purposes related to the functions and mission of 3DStudio.

Consent

The Processing of Personal Data carried out by 3DStudio requires the prior, express, informed, and free consent of the owner of the same. 3DStudio in its capacity as responsible for the Processing of Personal Data, has provided the necessary mechanisms to obtain the authorization of the owners, ensuring in any case that it is possible to verify the granting of such authorization.

Security Measures

3DStudio will adopt the technical, human and administrative measures necessary to grant security to the records, avoiding their adulteration, loss, consultation, use, fraudulent, or unauthorized access.

Validity

The current Personal Data Processing and Protection Policy is effective as of November 3rd, 2023.

Attachments

Attachment 1: Privacy Notice Format
Attachment 2: Confidentiality Notice Format

ATTACHMENT #1
PRIVACY NOTICE

In compliance with the guidelines set by Law No. 1581 of 2012 and Regulatory Decree No. 1377 of 2013, as well as other relevant regulations, 3DStudio has established a system for obtaining consent from the owners of the information stored in its database, to continue processing data in accordance with the mentioned legal requirements.

To learn more about our personal data treatment policy, we invite you to visit our website http://www.3dstudioweb.com

ATTACHMENT # 2
CONFIDENTIALITY NOTICE

The information in this e-mail is confidential and must only be used by the individual or company to whom it is addressed. If you are not the authorized recipient, any retention, dissemination, distribution, or copying of this message is prohibited and will be punishable by law. If you accidentally receive this message, please forward it, and delete it as soon as possible.

To you, who care about a better world. Please do not print this email if it is not necessary.

Control de cambios.

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