

TERMS AND CONDITIONS

OBJECTIVE OF INFORMATION PROCESSING

The data collected will be treated confidentially, for use in commercial and/or contractual activities of **TODOSISTEMAS STI**, which may be:

- Notification of product or service promotions via email.
- Preparation of quotations and commercial proposals.
- Billing, collection and collection activities.
- Carry out marketing, promotion and/or publicity activities for themselves and/or allies.
- Promotion of all products and services marketed by TODOSISTEMAS STI, for the fulfillment of contractual obligations and the corporate purpose.
- Segmentation activities and market studies.
- Customer satisfaction surveys.
- Sending newsletters and/or notifications with news, promotions and offers of our products and services.
- Connection, performance of functions or provision of services, retirement or termination, depending on the type of contractual relationship entered into with TODOSISTEMAS STI (includes, among others, employees, former employees, clients, interns and applicants for positions).
- Development of the contractual management process of products or services with TODOSISTEMAS STI suppliers that is required for the development of its activities in accordance with current regulations.

The activities described above may be carried out through the use of physical mail, email, cell phone or mobile device and/or text messages.

RIGHTS OF THE INFORMATION HOLDERS

1. Know, update and rectify your personal data in front of TODOSISTEMAS STI as Responsible and Responsible for the Treatment. This right may be exercised, among others, against partial, inaccurate, incomplete, fragmented, misleading data, or those whose Treatment is expressly prohibited or has not been authorized.
2. Request proof of the authorization granted to TODOSISTEMAS STI as Responsible and Responsible for the Treatment, except when it is expressly excepted as a requirement for the Treatment, in accordance with the provisions of article 10 of Law 1581 of 2012.
3. To be informed by TODOSISTEMAS STI as Responsible and Responsible for the Processing of personal data, upon request, regarding the use that TODOSISTEMAS STI has given to the personal data of the Holder.
4. Submit to the Superintendency of Industry and Commerce complaints for violations of the provisions of Law 1581 of 2012 and other regulations that modify, add or complement it.

5. Revoke the authorization and request the deletion of the personal data when the principles, rights and constitutional and legal guarantees are not respected in the Treatment. The revocation and suppression will proceed when the Superintendence of Industry and Commerce has determined that in the Treatment, the Responsible or Person in Charge has incurred in conduct contrary to Law 1581 of 2012 and the Constitution.
6. Free access to your personal data that has been processed.
7. The owner of the data may always request the sender of commercial or advertising messages to stop sending that type of information.
8. Free access to your personal data that has been processed. Customers may at any time request the deletion of their personal data and/or revoke the authorization granted for their Treatment, by sending a message to mercadeo@todosistemassti.co

DATA PROTECTION

In accordance with the provisions of Law 1581 of 2012 (Personal Data Protection Law) partially regulated by Decree 1377 of 2013 that seek to develop the constitutional right that all people have to know, update and rectify the information that has been collected about them; It is reported that prior to the issuance of Decree 1377 of 2013, the use of which is intended to maintain constant communication, personal data has been collected from interest groups, which are identified as strategic allies, shareholders, collaborators, clients, users of the clients, suppliers and related parties that are stored in the databases and physical files of TODOSISTEMAS STI.

The data we currently have is stored in our magnetic and physical files, guarded through the use of information security tools; such as procedures and protocols for access control and Backups, among others, in order to prevent and control unauthorized access to stored personal data.

Through this notice it is reported that your data is used for the purposes of our corporate purpose and we are responsible for its management and treatment, therefore in any case we always request authorization to keep them and continue treating them in order to continue with our relationships and keep you informed of our changes and services.

We inform that if your data was collected before the entry into force of Law 1581 of 2012, the notice was published to deny or disavow the process of processing these data on July 22, 2013, which lasted for 3 months until July 22 October 2012 based on Article 10 of Decree 1377 of 2013 in compliance with the law.

In consideration of the foregoing and in accordance with our interest in protecting your privacy, we inform you that the holders once again have the opportunity to authorize or deauthorize whether or not we continue with the processing of their personal data, in addition to the fact that at any time they may exercise their rights to know, update, rectify or request the deletion of your personal data, directing your

communication to mercadeo@todosistemassti.co indicating that you authorize or not the processing of your data.

PERSONAL DATA PROTECTION POLICY INITIAL CONSIDERATION

The data collection processes of TODOSISTEMAS STI is carried out using open data and public information directly from the official and public information source.

DEFINITIONS.

In order to apply this policy, the following concepts will be addressed, without prejudice to the definitions stipulated in Law 1581 of 2012 and its regulatory decrees

- Owner of the data: Natural person who owns the data that is being processed.
- Authorization: Prior, unequivocal and informed consent of the owner of the data to carry out the processing of his personal information.
- Personal data: any numerical, alphabetical, graphic, photographic, acoustic or any other type of information concerning specific or determinable natural persons.
- Public personal data: It is data that is not semi-private, private or sensitive. Public data is considered, among others, data related to the marital status of people, their profession or trade and their quality as a merchant or public servant. Due to its nature, public data may be contained, among others, in public records, public documents, official gazettes and bulletins, and duly executed judicial decisions that are not subject to reservation.
- Semi-private personal data: Its access is subject to some degree of restriction, it is of interest to a certain sector or group of people: for example, financial or credit data, social network profiles or the like.
- Private personal data: They are related to the private sphere of people: Traders' books (individuals), private documents, contact data, among others.
- Sensitive personal data: Sensitive data is understood to be that which affects the privacy of the Holder or whose improper use may generate discrimination, such as those that reveal racial or ethnic origin, political orientation, religious or philosophical convictions, membership of trade unions, social or human rights organizations or that promote the interests of any political party or that guarantee the rights and

guarantees of opposition political parties, as well as data related to health, sexual life, and biometric data.

- Person in charge of the treatment: The natural or legal person, public or private, or administrative body that, alone or jointly with others, treats personal data on behalf of TODOSISTEMAS STI, as a consequence of the existence of a legal relationship that links it with the organization and delimits the scope of its action for the provision of a service.
- Data processing: Any operation or technical procedure, whether automated or not, that allows the collection, storage, use, circulation and deletion of personal data.

Service use restrictions

It is prohibited to use the services of TODOSISTEMAS STI to infringe the rights of third parties in accordance with Law 1273 of 2009, Law 1581 of 2012 and Decrees 1377 of 2013 and 886 of 2014 and the other regulations that modify or complement them. The use of the services for illicit purposes is prohibited.

The availability of the information subject to addressing depends entirely on the information providers. TODOSISTEMAS STI tries to allow the user/client the best accessibility and response in the use of the service, without guaranteeing or assuming responsibility for the availability of the information. The information object of the addressing will be available as long as the information provider publishes it in harmony with the constitutional and legal guidelines. The execution of the service and information obtained is provided to users/clients as permitted by the corresponding sources. TODOSISTEMAS STI does not guarantee that it will be free of errors.

INFORMATION TO USERS.

Users and/or clients acknowledge that the execution of the TODOSISTEMAS STI service generates risks intrinsic to the technology, which are assumed with the acceptance of these terms and conditions. Notwithstanding the foregoing, TODOSISTEMAS STI makes its best effort to minimize the presence of said risks, without guaranteeing their elimination in the execution of the service.

INDEMNITY OF ALL TSI SYSTEMS

Users and/or clients agree to hold TODOSISTEMAS STI harmless from any possible claim, demand, fine, penalty, sanction, compensation and/or compensation. The inappropriate treatment of the information will be the exclusive responsibility of the

users/clients. The indemnity owed by users/clients includes any court costs and/or legal fees incurred. In any event that it is possible to prove the action or omission of TODOSISTEMAS STI contrary to these terms and conditions, and that results in compensation to users/clients, it will only be made up to a maximum of the value paid by the user/client. for contracting TODOSISTEMASSTI services.

ACCEPTANCE OF TERMS AND CONDITIONS AND EXPRESS INFORMATION.

This agreement of Terms and Conditions of TODOSISTEMAS STI constitutes the legal bond between the user and/or client, at the same time that it determines the access and use of the services that TODOSISTEMASSTI STI offers. The Terms and Conditions established in this agreement are governed by the current laws of the Colombian State, so before proceeding to accept them, we suggest you read them carefully. Users and/or clients who use the products or services of TODOSISTEMAS STI from a location outside of Colombia, will do so within the framework of compliance with the regulations of the Colombian state in this matter. This agreement does not create any partnership contract, mandate, franchise, or employment relationship between Verify Cedula and the User. If you do not accept all the terms and conditions, you will not be able to access the information and/or the services and products of TODOSISTEMAS STI.

SUBSTANTIAL CHANGES IN THE TERMS AND CONDITIONS.

TODOSISTEMAS STI reserves the right to review and modify the content of the terms and conditions at any time and without prior notice to users and customers. The user and/or client agrees to be bound by any of the revisions, which will be in force from the moment they are available for consultation.

NORMATIVE PROVISIONS.

In accordance with the provisions of the Colombian legal framework for the protection of personal data, specifically by statutory law 1581 of 2012 and regulatory decrees 1377 of 2013 and 886 of 2014, TODOSISTEMAS STI communicates its personal data processing policies, in accordance with the provisions that have been enacted on the subject: Article 15 of the political constitution of Colombia protects the rights to privacy, good name and habeas data. From this constitutional provision, the other rules that regulate data protection in Colombia are derived. Statutory Law 1581 of October 17, 2012 establishes the minimum conditions to carry out legitimate treatment of the personal data of the owners. It also establishes the principles under which information must be managed, imposing clear obligations on the organizations. Law 1581 was regulated by decree 1377 of 2013 and 886 of 2014, which defined specific aspects regarding the collection of personal data, the content of the privacy policy and the national database registry, among others. treated subjects. In accordance with the foregoing, TODOSISTEMAS STI shares its

treatment policies with all owners of personal data, in compliance with article 13 of decree 137

SCOPE OF APPLICATION OF THE POLICY.

This information treatment policy is the result of the strategies and commitment within the framework of the administrative, operational, commercial, accounting, financial and customer service management of TODOSISTEMAS STI.

PRINCIPLES OF PROTECTION AND RIGHTS OF PEOPLE.

Personal data may only be collected for processing, as well as subjecting them to said processing, when they are adequate, pertinent and not excessive in relation to the scope and specific, explicit and legitimate purposes for which they were obtained. Said data will be treated fairly and lawfully.

The personal data subject to processing may not be used for purposes incompatible with those for which the data was collected. The subsequent treatment of these for historical, statistical or scientific purposes will not be considered incompatible.

The personal data will be exact and updated in such a way that they respond truthfully to the current situation of the owner. If the data were collected directly from the owner, those provided by the latter will be considered accurate, thus complying with the principle of veracity and quality of the data.

TREATMENT AND PURPOSE OF PERSONAL DATA.

TODOSISTEMAS STI only processes personal data of its owners for the following purposes:

- Carry out the authentication of the users and/or clients of TODOSISTEMAS STI
 - Address requests, complaints or claims raised by users and/or clients of TODOSISTEMAS STI
 - Respond to government or judicial entities at their express request when responding to duly substantiated judicial or administrative orders.
 - Register the information of collaborators that provide outsourced services to TODOSISTEMAS STI
 - Control attendance at internal meetings held by TODOSISTEMAS STI.
 - Execute billing processes to users and/or clients of TODOSISTEMAS STI
 - Execute activities with contractors that provide services to TODOSISTEMAS STI
- Holders are informed that once the need to process their data ceases, they may be removed from the repositories of TODOSISTEMAS STI at the request of the holder, in accordance with the provisions in the next chapter:

SUPPORT AND ATTENTION.

Any request that users and/or clients wish to make regarding the provision of the service and data processing TODOSISTEMAS STI, may be made by the following means:

TODOSISTEMAS STI:	Cra 13a No. 34 - 72 Of. 212 From Monday to Friday during public service hours (8:00 AM to 4:00 PM)
Contact Center:	(571) 745 6006
Email:	mercadeo@todosistemassti.co
Person or area responsible for the Online Customer Service System of TODOSISTEMAS STI, "S-LAC"	Requests, requests, claims, suggestions or congratulations received through the S-LAC Customer Service Online System will be directed to the respective area of TODOSISTEMAS STI responsible for the Treatment.

STRUCTURE FOR THE ATTENTION OF THE HOLDERS.

The Holders or their successors in title who consider that the information contained in a database of this organization should be subject to correction, update or deletion or who notice the alleged breach of any of the duties contained in Law 1581 of 2012, may submit a claim before TODOSISTEMAS STI, through any of the communication channels described above and it must contain the following information:

- Name and identification of the Holder.
- The precise and complete description of the facts giving rise to the claim.
- The physical or electronic address to send the response and report on the status of the procedure.
- The documents and other evidence that is intended to be asserted.

In the event that TODOSISTEMAS STI is not competent to resolve the claim presented, it will transfer it to the appropriate party within a maximum term of two (2) business days and will inform the interested party of the situation.

If the claim is incomplete, TODOSISTEMAS STI will require the interested party within five (5) days of receipt to correct the faults. After two (2) months from the date of the request, without the petitioner submitting the requested information, it will be understood that he has withdrawn from it.

Once the complete claim is received, TODOSISTEMAS STI will include in the respective database a legend that says "claim in process" and the reason for it, within a term not exceeding two (2) business days. Said legend will remain until the claim is decided.

The maximum term to address the claim will be fifteen (15) business days counted from the day following the date of its receipt, and if it is not possible to respond within said term, TODOSISTEMAS STI will inform the interested party of the reasons for the delay and the date on which it will be attended, without exceeding, in any case, eight (8) business days following the expiration of the first term.

KNOWLEDGE OF POLITICS.

TODOSISTEMAS STI makes this information treatment policy available to all its owners, by displaying it in the terms and conditions of use of services and products and access to information.

RELATIONSHIP WITH THIRD PARTIES.

In the case of providing services to TODOSISTEMAS STI by third parties and that have a direct or indirect relationship with the processing of personal data, they must comply with this personal information processing policy, as well as express under the gravity of the oath that they will comply. the guidelines established in Law 1581 of 2012 and other regulations, guaranteeing respect for the human dignity of the holders. Notwithstanding the provisions herein, the contractual links with each of the third parties will establish the obligations that will govern the provision of the service.

VALIDITY OF THIS POLICY.

The validity of these policies begins on December 23, 2020.

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