

## **PRIVACY AND DATA PROTECTION POLICY**

**Last update: July 2023**

This privacy policy, as well as the legal notice and general conditions, is designed to regulate and guarantee the protection of the personal data of users who use the DIGGIA web platform. It is configured by the following regulations:

- REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).
- ORGANIC LAW 3/2018 of 5 December 2018 on the Protection of Personal Data and Guarantee of Digital Rights.

### **• Data controller:**

DIGGIA SOLUTIONS, S.L., hereinafter DIGGIA,

Registered office: Calle Acanto, 22, Planta 14, 28045 - Madrid (Spain), CIF: B 86240488

Telephone number: 91-525-88-00.

Mail: [privacidad@diggia.com](mailto:privacidad@diggia.com); [dpo@diggia.com](mailto:dpo@diggia.com)

### **What personal data does DIGGIA process?**

The personal data that DIGGIA will process includes all information provided and entered in the fields on the website, such as your name, surname, and email address.

Before entering data on the DIGGIA website, you should read this Privacy and Data Protection Policy. By clicking the "I accept the data protection policy" button, you affirm that you have read and expressly agree to the terms and conditions contained herein.

You undertake to enter true and accurate data. Likewise, you shall be solely liable for any damages that DIGGIA or any of its subsidiaries or third parties may suffer as a result of the lack of truthfulness, inaccuracy, lack of validity and authenticity of the data provided.

**For what purposes does DIGGIA process your data and what is the legal basis for the processing?**

<b>INTERESTED</b>	<b>PURPOSES OF PROCESSING</b>
<b>Potential Clients - Contact Form</b>	<b>Manage the potential commercial and/or professional relationship, manage the sending of information requested and/or resolve the queries raised, provide offers of our services and/or products of interest to you.</b>
<b>Clients - Contact Form</b>	<b>To manage the commercial and/or professional relationship, provide offers of our services and/or products of interest to you.</b>
<b>Suppliers</b>	<b>Manage the commercial and/or professional relationship.</b>
<b>Candidates</b>	<b>Manage the personnel selection process.</b>
<b>Commercial Communications</b>	<b>To provide information of interest about our activities, our services, relevant news and related developments.</b>

The legal basis for processing your personal data, depending on the category of data subject concerned, may be:

<b>INTERESTED</b>	<b>LEGAL BASIS</b>
<b>Potential Clients - Contact Form</b>	<b>Art. 6.1.a RGPD: Consent of the data subject (providing offers of our services and/or products).</b>
	<b>Art. 6.1.f RGPD: Legitimate interest (sending information requested, answering queries raised...).</b>
<b>Clients - Contact Form</b>	<b>Art. 6.1.b GDPR: Execution of a contract to which the data subject is a party.</b>
<b>Suppliers</b>	<b>Art. 6.1.b GDPR: Execution of a contract to which the data subject is a party.</b>
<b>Candidates</b>	<b>Art. 6.1.a RGPD: Consent of the data subject.</b>
<b>Commercial Communications</b>	<p><b>1. Electronic media (art. 21 of the LSSI):</b></p> <ul style="list-style-type: none"> <li>- Previous contractual relationship: You may proceed to send commercial communications related to the product initially contracted.</li> <li>- Non-Customers (Potential): This can be done when expressly requested or expressly accepted.</li> </ul>

	<p>In any case, you may object to the sending of this information at any time.</p> <p><i>2. 2. Non-electronic media:</i></p> <ul style="list-style-type: none"><li>- Prior contractual relationship: Art. 6.1.f GDPR: Legitimate Interest.</li><li>- Non-Customers (Potential): Art. 6.1.a RGPD: Consent of the data subject himself/herself.</li></ul>
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The data we request from you are adequate, relevant, and strictly necessary. You are not obligated to provide them; however, failure to do so may affect the purpose of the service or render it impossible to provide.

### **Does DIGGIA share the information it collects?**

Your data may be transferred to the companies of the DIGGIA group for the purposes indicated in the previous section, always respecting a level of security by the provisions of the RGPD, either because they are entities that are located in recipient countries with an adequate level of protection according to the European Commission, or based on the Privacy Shield framework.

Additionally, we inform you that certain data by virtue of the regulations in force or the contractual relationship that you maintain with DIGGIA SOLUTIONS S.L. may be communicated to:

- Public administrations with competence in the sectors in which **DIGGIA SOLUTIONS S.L.** operates when so established by current legislation.
- Tax Agency and other competent administrations for compliance with tax obligations.
- Platform for recruitment and evaluation of candidates in selection processes (Personio).

On the other hand, data processors, i.e. service providers who must access your personal data to carry out their functions, may have access to your personal data.

The User is informed that their data will not be transferred to third parties without prior express consent for such transfer, informing at all times the recipient the purpose and the time of retention of the data.

## How long does DIGGIA keep your data?

<b>INTERESTED</b>	<b>CONSERVATION PERIOD CRITERIA</b>
<b>Potential Clients - Contact Form</b>	Your data will be kept for the minimum time necessary for the correct provision of the service offered, as well as to meet the responsibilities that may arise from it and any other legal requirements.  As a general rule, if it is a consultation, your data will be kept until the resolution of your request for information.
<b>Customer - Contact Form</b>	Your data will be kept for the minimum time necessary for the correct provision of the service offered, as well as to meet the responsibilities that may arise from the same and any other legal requirement. In this regard, the applicable contractual and tax regulations will be taken into account.
<b>Suppliers</b>	Your data will be kept for the minimum time necessary for the correct provision of the service offered, as well as to meet the responsibilities that may arise from the same and any other legal requirement. In this regard, the applicable contractual and tax regulations will be taken into account.
<b>Candidates</b>	Your data will remain active in the candidate database for a period of 1 year.
<b>Commercial Communications</b>	Until you express your wish not to be a subscriber.

DIGGIA will always respect the maximum data retention period established by the RGPD.

For the processing of queries raised in the form, the data will be kept for the necessary period of time until the resolution of the request for information raised.

For the management of the personnel selection process, the retention period will be three years from the date you sent the form.

## What rights do you have as a User with regard to the processing of your data?

As a data subject, you may exercise the following rights:

- a. Right of access: you will be able to know whether your data are processed, and the type of processing carried out on them.
- b. Right to information: he/she may request from the data controller that he/she be informed of all the data of those whose data are processed, as well as the period and purpose for which they are collected. Also, the retention period, or the criteria used to determine this period.
- c. Right to Modification and Rectification: users have the right to access their data at any time to ensure it is accurate and up to date. They also have the responsibility to rectify any data that is incomplete, inaccurate, outdated, or

incomplete.

- d. Right of erasure: to delete the data processed, where such a possibility exists.
- e. Right of restriction: either a request for the suspension of processing or the retention of the data, where you consider that the accuracy, lawfulness or necessity of the processing is in doubt.
- f. Right to object: when the legal basis for the processing is legitimate interest, unless DIGGIA has compelling reasons that prevail, or for the exercise or defence of claims.
- g. The right to portability: where possible, you may receive your personal data in a structured format for transmission to another controller.

You may exercise your rights at any time and free of charge by sending an e-mail to [privacidad@diggia.com](mailto:privacidad@diggia.com) or [dpo@diggia.com](mailto:dpo@diggia.com) indicating the right you wish to exercise and your identification details.

### **Prohibitions of DIGGIA on the processing of personal data**

At no time and under no circumstances shall DIGGIA use the data collected from the user for any purpose other than those indicated above and shall not use such data for any other activity directly related to the company's corporate purpose.

DIGGIA undertakes to respect at all times and apply all regulations relating to the protection of personal data and guarantees the user that they will be processed in accordance with the legislation in force on the subject.

DIGGIA commits to safeguarding the collected data, ensuring its security, and refraining from disclosing it without the user's explicit consent.

### **Confidentiality**

DIGGIA pledges to maintain strict confidentiality regarding private and personal information it accesses. The company adheres to technical and organisational security measures mandated by data protection laws, tailored to the type of data processed. In collecting and handling personal data, DIGGIA employs appropriate security protocols to prevent loss, unauthorised access, or manipulation, as stipulated by relevant regulations. Should there be any security breach in DIGGIA's systems that jeopardises user data, affected users will be promptly notified. DIGGIA will also adhere to protocols outlined in current Data Protection regulations and notify the Spanish Data Protection Agency within 72 hours of detecting such incidents.

### **Use of the web platform by minors**

DIGGIA advises against minors under the age of 18 using the web platform due to the necessity of providing personal data. DIGGIA is dedicated to safeguarding minors while they use the Internet. Although LO 3/2018 of 5 December 2018 regulates "universal access to the Internet," we adhere strictly to GDPR parameters in this regard.

For any inquiries regarding this matter, please contact us at [privacidad@diggia.com](mailto:privacidad@diggia.com) or [dpo@diggia.com](mailto:dpo@diggia.com).