

Privacy Notice

In PERCEPTUAL S.A.S. we ensure proper handling and confidentiality of personal data supplied for the development of our business activities. According with the aforementioned, and being responsible for the use of personal information, we comply with the 1581 Act of 2012 for the Protection of Personal Data and its Regulatory Decrees, available on the website, www.pergamino.com.co the Policy of the Management of Personal Data of the Company, which is in Spanish. (Política de Manejo de Datos Personales de la Compañía)

Privacy Notice

/ contact details

Our contact details are

PERCEPTUAL S.A.S., based in Medellin, Colombia, in Calle 14 # 46-30, email: info@perceptual.co, Tel: (+ 57 4) 322 14 67.

Privacy Notice

/ purpose of collection of information

The personal information collected in writing, orally, electronically, or by telephone, through the website or through any other means provided by PERCEPTUAL S.A.S. for such purposes, shall be stored and used for the following purpose:

- a. Execute the existing contractual relationship with their customers, suppliers and employees, including the payment of contractual obligations and the shipment of products;
- b. Provide the services and/or the products required by its users;
- c. Inform about new products and/or services, changes or modifications to these;
- d. Send physical email to digital, cellular or mobile device via text (SMS or MMS) messages or through any other means, analogue and/or digital communication created or to be created, commercial information, advertising or promotional information about products and/or services, events and/or promotions, commercial or not, in order to promote, invite, direct, execute, inform and generally, carry out campaigns, promotions or contests of a commercial nature, developed by PERCEPTUAL S.A.S. and/or by third parties and in general perform marketing and promotion activities.
- e. Assess the quality of our products and/or services, as well as produce internal statistics.
- f. Report on the status of orders or requirements.
- g. Attend to complaints and claims.
- h. Provide credit quotas; report on the State of accounts (debt).

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/ purpose of collection of information

i. Invite to events.

j. Support internal or external audit processes.

k. Record information of employees (active and inactive) in data bases of PERCEPTUAL S.A.S.

l. Transmit and/or transfer personal data to third parties inside or outside the country in accordance with the needs of PERCEPTUAL S.A.S.

m. Comply with its legal and statutory obligations.

n. Hire personnel and comply with its legal obligations as an employer, such as personnel management, payroll, payment of social benefits, prevention of occupational hazards, education or staff training, among others.

o. Carry out its own administrative management, accounting, fiscal and financial management, which includes management of collections and payments, invoicing, supplier management, customer management, investment management, reports to tax authorities, among others.

p. Transfer of personal data to the appropriate authorities to whom it must be transferred according to legal requirement or court order.

q. Provide training regarding the company's products or services to, suppliers, clients and/or commercial or strategic allies.

r. Share information through social networks or by any other means provided by PERCEPTUAL S.A.S.

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/ information holders rights

- a. Holders of personal information have the following rights:
Know, update and modify the personal data before PERCEPTUAL S.A.S. or those appointed by it to be in charge of its processing.
- b. Request the authorization test granted to PERCEPTUAL S.A.S. for the processing of your data, except where it is expressly excluded as a requirement for the processing, in accordance with the law.
- c. To be informed by PERCEPTUAL S.A.S. or by its named processor, upon request, regarding the use given to your personal data.
- d. Request via a claim, the suppression of your personal data and/or revoke the authorization granted for the treatment thereof. The Suppression of the information request and the revocation of the authorization will not proceed when the Owner has a legal or contractual duty to remain on the database, for example when having outstanding debts with PERCEPTUAL S.A.S.
- e. Provide free access to the personal data that has been processed and the treatment of said data.
- f. Request via a claim, the correction or update of your personal data.
- g. submit complaints to the Superintendence of Industry and Commerce.

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/ sensitive data

It is sensitive data and therefore the supply of the following is optional for the holder of the personal data: that which affects the privacy of the owner or whose misuse can generate discrimination, such as race or ethnic origin political orientation, religious or philosophical convictions, membership of trade unions, social organizations, human rights, or that promote the interests of any political party or that ensure the rights and guarantees of opposition political parties, as well as data relating to health, sex life, and biometric data.

/ mechanisms for knowing privacy policy and its changes

Our Policy for Handling Personal Data, Política de Manejo de Datos Personales in Spanish, as well as its changes, and changes in this privacy notice, can be found published on the www.pergamino.-com.co page or can be requested via email – info@perceptual.co.

/ mechanisms for consultation and complaints of the holder

The holder of personal data can communicate via email – info@perceptual.co, or call Medellin: (+ 57 4) 322 14 67, to consult your information, submit your request for deletion of data, present the revocation of the authorization, request corrections or updates of your personal data, and in general to exercise your rights as the holder of the personal information.

