

# Privacy policy

UnaFinancial puts a great deal of value in the safety of your personal information processing. The following document describes the privacy practices that UnaFinancial employs for its website [una.financial](http://una.financial).

## **What personal information is collected?**

UnaFinancial collects:

- the data provided by you voluntarily (such as personal identifying information and contact information) entered in the relevant forms or sent to us via email,
- data about you with your consent such as electronic device information
- data collected about you during the application of pre-contractual measures between you and UnaFinancial
- data provided in the resume upload form, such as name, surname, contact information (e-mail, phone number), applicant's education and previous work experience, persons who can provide references and their contact information, references about the applicant, as well as other information that could be essential for the applicant's evaluations for the relevant position.

## **For what purpose is your personal data processed?**

At UnaFinancial we process the information that you provide us or information that we collect about you in order to:

- i. process your request and provide the requested service
- ii. assess your candidacy for present or future vacancies to fill in our organization.

## **How is your data collected?**

We collect the information you provide us directly through the forms on our website and to our employees. We may also collect information about you from public sources and official databases.

## **What is the legal basis for the processing of your data?**

The legal basis for the processing of your data is legitimized by the express consent that you grant us, which you can withdraw at any time, without affecting the legality of the processing based on the consent prior to its withdrawal.

Likewise, the processing of your personal data is legitimized by the need to process them for the application of pre-contractual measures between you and UnaFinancial at your request.

Legitimate interest of UnaFinancial may be applied to processing personal information as long as that interest does not contravene the legitimate interest of the individual.

Finally, UnaFinancial may have a legal obligation to process personal information in relation to pre-contractual measures between you and UnaFinancial as well as cooperation with the authorities.

#### **To which recipients will your data be communicated?**

The data will be communicated to other entities of the UnaFinancial business group for internal administrative purposes.

#### **What automatic decisions do we make about your personal data?**

UnaFinancial does not make decisions that can affect you significantly based solely on the automated processing of your data. All the decision-making processes of our entity related to their candidacies are carried out with human intervention.

#### **Data retention period**

Personal information collected by UnaFinancial is stored for as long as UnaFinancial has your consent or longer if there continues to be other legal basis for it.

#### **Your rights as the owner of your personal information:**

1. Right of access to your personal data to know which data is being processed and the processing operations carried out with it;
2. Right to rectify any inaccurate personal data;
3. Right to erase your personal data, unless it is not possible due to legal or contractual obligations or to exercise the legal rights of UnaFinancial;
4. Right to request the limitation of the processing of your personal data when the accuracy, legality or necessity of the processing of the data is doubtful, in which case, we can keep the data for the exercise or the defence of claims;

5. Right to oppose the processing of your personal data, when the legal basis that enables us to process it is the legitimate interest. UnaFinancial will stop processing your data unless it has a legal obligation or compelling legitimate interest to keep processing data or unless continued processing is needed for the formulation, exercise or defence of claims;

6. Right to the portability of their data is the right of the interested party to receive personal data that they have provided to UnaFinancial, in a structured format, of common use and mechanical reading, and to transmit that data to another person without hindrance from UnaFinancial;

7. Right to withdraw the consent granted at any time, the consent given to process your data, without affecting the legality of the processing based on the consent prior to its withdrawal.

### **Policy updates**

It is possible that this Privacy Policy will need to be updated; therefore, it is necessary that you review this policy periodically and, if possible, each time you access the Website in order to be adequately informed about the type of information collected and its processing. You can find the Privacy Policy at the bottom of the Website. However, we will inform you of any modification of this privacy policy that affects the processing of your personal data.

### **Questions and complaints**

You are welcome to contact UnaFinancial in case of any questions or complaints in relation to the personal data processing practice of UnaFinancial.