

FUNDACIÓN CULTIVA EL ARTE Y LA CULTURA CULTIVARTE PRIVACY NOTICE

Fundación Cultiva el Arte y la Cultura bearing Tax Identification Number 901.186.943-7 (hereinafter **LA FUNDACIÓN OR CULTIVARTE**).

CULTIVARTE is a social program intended for creating spaces to encourage children and adolescents to develop their potential using free time in playful, cultural and artistic activities that strengthen their values, thus preventing exposure to social risks. This program is possible thanks to a public-private partnership between the Mayors' Offices and **la Fundación** which allows to guarantee the sustainability of the same.

The **CULTIVARTE** program started operations in Pacho - Cundinamarca and Anserma – Caldas, at the end of 2012 and since then, it has increased its coverage in Colombia, Honduras, Costa Rica and El Salvador managing to serve a wider population.

In each of the venues, children and adolescents in the municipalities in which the program operates have access to computers with internet access, audiovisual rooms, games and books to enjoy their free time. Guided activities such as reading workshops, financial education, programs on values, art and science, among others, are also carried out.

CULTIVARTE is located at its headquarters at Calle 26 (Avenida El Dorado) No. 69-63 Piso 11, Bogotá D.C., and phone number: (1) 2201610.

In furtherance of its corporate purpose, **LA FUNDACIÓN** is aware and may become aware of personal information of those encompassing its stakeholders. Stakeholders of **LA FUNDACIÓN** are:



In development of established relationships with its stakeholders, **LA FUNDACIÓN** receives personal, private, public and, in some cases, sensitive information. Such information managed and processed by **LA FUNDACIÓN** has a private nature; therefore, the secrecy of the information is ensured.

LA FUNDACIÓN adopts the following Privacy Notice for the processing of data ensuring adequate compliance with Law 1581 of 2012, Decree 1377 of 2013 and other regulatory decrees on the protection of personal data, and makes available to Data Subjects the channels and means necessary for them to exercise their rights, which are specified in Chapter CHANNELS FOR ASSISTANCE AND INQUIRIES.

PROCESSING AND PURPOSE

LA FUNDACIÓN processes written, electronic and/or online personal information from participants, beneficiaries and volunteers, including data related to the profession, trade and, in some cases, those related to the corporate relationship with any company or social organization. As well information from partners, employees, suppliers and contractors, and generally data subjects from whom it collects, stores, uses, circulates, erases and/or deletes information for the following purposes:

1. PURPOSES PROVIDED FOR THE DATABASES OF THE STAKEHOLDERS:

- Verify reference data and in some cases know and track financial suitability, business behavior.
- Participate in the different programs, activities and events carried out directly by **LA FUNDACIÓN** or through partnerships with State institutions, civil society, educational and private sector, foundations or social organizations.
- Perform analysis of interests and preferences, seeking to offer or develop programs, projects and activities that fit people's needs.
- Evaluate, maintain, improve and deepen the impact and evolution of **LA FUNDACIÓN** programs.
- Provide information on events, news, communication, and marketing related to **LA FUNDACIÓN** in the development of foundational programs.
- Disseminate the activities of **LA FUNDACIÓN** in television or radio programs, websites, streaming, social networks, video sharing platforms and/or editing or advertising material prepared by **LA FUNDACIÓN**.
- Keep accounting records, as well as provision and make the payment and/or collection of the contributions made.
- Commercialize products and services to support the sustainability of social, creative, cultural or artistic projects of **LA FUNDACIÓN**.
- Transfer basic contact information, i.e., name, citizenship card No., and email to entities that may supplement the offer to our beneficiaries, so that they identify the Data Subject as the current Beneficiary of **LA FUNDACIÓN** and contact him/her to offer new services.

- Transmit personal data outside the country to third parties with whom **LA FUNDACIÓN** has signed a data processing contract and as necessary to provide them with the same for the fulfillment of the contractual object.
- Share personal information with the companies encompassing Grupo Empresarial Bolívar whose list is available on website www.grupobolivar.com, option "Our Companies", and between Fundación Bolívar Davivienda and Fundación Cultiva el Arte y la Cultura, to inform their social, cultural and/or business activities.
- Share statistical information with territorial entities or any State entity, when the development of the respective social program is carried out in partnership with any of them; efforts will be made to the extent permitted by the respective agreements, to share only anonymized information.
- Control access to facilities and ensure the security of people participating in the program.

In such cases where beneficiaries have included personal data from third parties in the different information collection scenarios provided by **LA FUNDACIÓN**, the beneficiary must inform the holder of the information about that fact and authorize on their behalf by stipulating in favor of or for another individual, as pointed out by Article 2.2.2.25.4.1., Chapter 25 of Decree 1074 of 2015 to process their information in order for them to acquire the quality of beneficiaries of **LA FUNDACIÓN** and to participate in some activities. Likewise, the information may be processed to contact him/her in case of medical emergency, natural disasters and/or any event that jeopardizes the integrity of the Data Subject.

2. ADDITIONAL PURPOSES FOR THE FACULTY:

- To analyze my artistic proposal and evaluate a possible contract.
- To develop the contract purpose for which I have been hired or linked to the project.
- To receive information regarding news, events, novelties, communication, marketing and progress of the Filarmónica Joven de Colombia's process.
- To be invited to concerts, events or activities of the Filarmónica Joven de Colombia.
- To participate in the development of relevant research for the cultural sector.

3. ADDITIONAL PURPOSES FOR THE FACULTY STAFF:

- To analyze my artistic proposal and evaluate a possible contract.
- To develop the contract purpose for which I have been hired or linked to the project.
- To receive information regarding news, events, novelties, communication, marketing and progress of the Filarmónica Joven de Colombia's process.
- To be invited to concerts, events or activities of the Filarmónica Joven de Colombia.
- To participate in the development of relevant research for the cultural sector.

4. ADDITIONAL PURPOSES FOR THE ARTISTIC CONTACT:

- To be contacted in order to find out the current status of the artistic process carried out with the Institution's students.
- To provide support from the Filarmónica Joven de Colombia so that they can complement the artistic process.
- To invite them to continuous training processes, for their professional development, performed by LA FUNDACIÓN or through its Allies, with whom there is an agreement.

5. ADDITIONAL PURPOSES FOR THE PRACTITIONERS:

- To control and follow-up the social practices performed at the Cultivarte headquarters.
- To certify the Educational Institution regarding the performance of the social practice.
- To generate internal statistics of the activities performed by the practitioner.
- To contact the social practitioner's guardian in case of medical emergency, personal incidents, natural disasters and/or any event that puts the minor's integrity at risk.

6. ADDITIONAL PURPOSES FOR THE PLAYMAKERS:

- To generate internal statistics of the activities performed at the Cultivarte headquarters.
- To send details of the Cultivarte program.
- To locate the family member or contact person in case of medical emergency, personal incidents, natural disasters and/or any event that puts my integrity at risk.

7. ADDITIONAL PURPOSES FOR THE MEMBERS OF THE MAYORS' OFFICES:

- To develop the specific activities of the alliance, including sending relevant information to execute the agreement, perform it and terminate it.
- To generate and/or send statistics or reports of the activities performed at the Cultivarte headquarters with whom there is an agreement.
- To send details of the Cultivarte program.
- To contact them in the event of a medical emergency, personal incidents, natural disasters and/or any event that puts the integrity of the people who attend the Cultivarte venues at risk.

8. PURPOSES PROVIDED FOR DATA OBTAINED FROM CANDIDATES, EMPLOYEES AND FORMER EMPLOYEES

- The information in candidates' résumé will help LA FUNDACIÓN evaluating them and forming an opinion on the qualities of the individuals. Likewise, this information can be shared with other companies and entities encompassing Grupo Empresarial Bolívar and between the Fundación Bolívar Davivienda and Fundación Cultiva el Arte y la Cultura seeking to make the profile of the candidate known to them and have a greater chance of being engaged.

- The data collected from employees is intended to develop employment relations existing with them during their relationship and after that, if required, including, to engage them in the welfare activities provided for by **LA FUNDACIÓN**. Similarly, sensitive information or data from minors and their family group may need to be requested to inform them of the expected benefits because of their relationship with the employee, invite them to institutional activities, and comply with labor regulations. The provision of sensitive information is optional.
- Data from former employees is kept for such term provided by the law, to procure the supply of information to social security system authorities and entities.

9. PURPOSES PROVIDED FOR DATA OBTAINED FROM SUPPLIERS AND FORMER SUPPLIERS - INDIVIDUALS:

- Contact and engage them in the selection process as suppliers, which does not imply the obligation of **LA FUNDACIÓN** to contract any type of service or product with the Suppliers.
- Be aware of and track financial suitability and business behavior including consultation in public, private sources that act legitimately and validation of personal and commercial references.
- Develop the activities of the contracts executed, including the delivery of relevant information to enter into the contract, its performance and termination.
- Keep accounting records, as well as provision and make payments for the services provided.
- Tracking and validating the quality of the product offered or service provided; this purpose may involve obtaining biometric information such as images, voice and digital signature. The data referred to herein is considered sensitive and for such reason it is informed that the data subject's response is optional, while indicating that by the nature of the services they become essential.
- Share contact information with the companies encompassing Grupo Empresarial Bolívar whose list is available on the digital platform www.grupobolivar.com, option "Our Companies" to validate the references, quality, performance and to make it part of supplier selection processes held by such companies.
- Share supplier's contact information with the same companies of Grupo Bolívar to be offered products and services that may be supplier's interest.

10. EXPRESS PURPOSE TO SHARE PERSONAL DATA BETWEEN FUNDACIÓN BOLÍVAR DAVIVIENDA, FUNDACIÓN CULTIVA EL ARTE Y LA CULTURA AND GRUPO BOLÍVAR COMPANIES:

- Share personal information between Fundación Bolívar Davivienda and Fundación Cultiva el Arte y la Cultura, as well as with such companies encompassing Grupo Empresarial Bolívar whose list is available on website www.grupobolivar.com, option

"Our Companies" and Employees' Funds in order to inform them of social, cultural and/or business activities through different media.

In general, for the above purposes, **LA FUNDACIÓN** may send short text messages (SMS), multimedia messages (MMS), emails, messages by mobile phone or landline, physical mail and social networks or digital media to carry out the purposes previously stated in the different databases.

LA FUNDACIÓN informs that for the development of its programs it will process personal data of minors, in view of the quality of participants or beneficiaries of the activities or projects, as well as sensitive information thereof, including: biometric data such as the image, or any other physical trait that may be recorded in audio recordings, photographs and videos, footprint and health-related information. The authorization of personal data of minors is optional and the purposes indicated relate to their best interests. To this end, the data subject or his/her representative is free to answer the questions when they relate to this type of data. However, it also emphasized that this information is relevant for the development of the purposes for which the person consents.

Likewise, when **LA FUNDACIÓN** processes personal data within the framework of a cooperation agreement with public or private entities, it will make its maximum effort so that the information known to or delivered to the partner is exclusively anonymized statistical information.

LA FUNDACIÓN recalls the importance of keeping updated information, which enables the same to inform in a timely manner about the matters of interest and contact for the purposes authorized by the Data Subject. Likewise, it indicates that the data may be processed for compliance with the constitutional, legal, judicial, administrative, and regulatory requirements provided for in the Colombian legal order, as well as for the requests submitted by the Data Subject.

DATA SUBJECTS' RIGHTS

- Know, update and rectify the data subject's personal data vis-à-vis **LA FUNDACIÓN**. This right may be exercised, among others against partial, inaccurate, incomplete, fractional data, that induce to error, or those whose Processing is expressly prohibited or has not been authorized.
- Request proof of authorization granted to **LA FUNDACIÓN**, except where expressly exempted by law as a requirement for the Processing.
- Be informed by **LA FUNDACIÓN**, upon request, regarding the use given to the personal data.

- Once the consultation or complaint process has been exhausted before **LA FUNDACIÓN**, file with the Superintendence of Industry and Commerce complaints for violations of the provisions of Law 1581 of 2012 and other rules that modify, add or complement the same.
- Revoke the authorization and/or request the deletion of the data when the Processing does not respect the constitutional and legal principles, rights and guarantees, or whenever there is no legal or contractual duty requiring its preservation.
- Access on a free basis to their personal data that has been Processed by **LA FUNDACIÓN**, in the terms of Law 1581 of 2012.

CHANNELS FOR ASSISTANCE AND INQUIRIES

The channels established for the exercise of the rights of inquiries, updating, rectification and deletion by the Data Subject are:

- **Email:** protecciondedatos@fcultivarte.org.
- **Landline in Bogota:** (1) 2201610 Ext 98706.

The Personal Information Processing Policy of **LA FUNDACIÓN** is available on website <https://www.fundacionbolivardavivienda.org/> and any material changes to the terms of this personal data processing policy, as well as the privacy notice, will be reported through the organization's website.

ANNEX 1

FUNDACIÓN CULTIVA EL ARTE Y LA CULTURA AND BANCO DAVIVIENDA S.A.

FUNDACIÓN CULTIVA EL ARTE Y LA CULTURA bearing NIT 901.186.943-7 (hereinafter referred to as **LA FUNDACIÓN OR CULTIVARTE**) and **BANCO DAVIVIENDA S.A.**, bearing NIT 860.034.313-7, (hereinafter **DAVIVIENDA**); in furtherance of their bylaws and corporate purpose have found different ways to complement themselves to carry out their social work, and have established institutional partnerships that allow them to develop social responsibility programs, complementing the offer to the beneficiaries thereof.

The development of these joint activities leads to the sharing, transfer and conveyance of personal information of the beneficiaries who may be required for the development of such activities.

Therefore, **LA FUNDACIÓN** and **DAVIVIENDA** expressly undertake to ensure the efficient application of the guiding principles of the regulatory framework for the protection of Personal Data, as set out in Article 4 of Law 1581 of 2012 and all the provisions issued on the matter.

Both **LA FUNDACIÓN** and **DAVIVIENDA** have their own policies for the processing of personal data, and they will apply them in a general manner, as the case may be.

This Annex seeks to inform the purposes they apply when jointly developing social programs, in order to facilitate the understanding by recipients, beneficiaries and users, who may be part thereof. It is also intended to make available the channels in which the personal data subject will be assisted to exercise his/her rights.

TYPE OF DATA

LA FUNDACIÓN and **DAVIVIENDA**, as Data Controllers, receive or may receive personal information from the beneficiaries of their programs, such as: name, identification, street address, email address, telephone numbers, information of minors, as well as sensitive information such as photographs, videos, voice, fingerprint and health-related information, the provision of which is optional.

LA FUNDACIÓN AND **DAVIVIENDA** shall make use of the information provided by the beneficiaries at the time of registration in the program for the purposes described in Chapter 5 of this Manual, as well as for the following purposes described in this Annex:

PURPOSES

OF THE FOUNDATION

1. Transfer information to Banco Davivienda S.A. so that, through its corporate social responsibility programs, it may complement the offer to our beneficiaries.

OF DAVIVIENDA

1. Promote the participation of different types of population in DAVIVIENDA's social responsibility programs.
2. Collect information with the aim of conducting internal analyses that allow to develop proposals for social projects, social responsibility activities and determine the needs of the different target populations.
3. Submit information related to social responsibility programs and projects.

Data Subject's information to which DAVIVIENDA has access, in no case will be used to offer financial and/or commercial products or services of the latter.

CHANNELS TO EXERCISE THE DATA SUBJECT'S RIGHTS

LA FUNDACIÓN and DAVIVIENDA have provided the following assistance channels to ensure the exercise of the Data Subjects' Rights to know, update, correct, and delete their information; the latter when there is no legal or contractual duty that prevents it:

The channels for consulting and submitting complaints of **LA FUNDACIÓN** are:

1. **Email:** protecciondedatos@fcultivarte.org.
2. **Landline in Bogota:** (1) 2201610 Ext 98706

Data processing policies can be consulted in website:

<https://www.fundacionbolivardavivienda.org/>

The following general DAVIVIENDA channels will also be enabled:

1. **Chat:** <https://www.davivienda.com/wps/portal/personas/nuevo>: Enter clientes/ Enter your identification number and virtual code/Opción Atención en línea/Chat, App Chat Entry is located at the bottom of the screen: Atención en línea / Chat option.
2. **Offices at the national level.**
3. **Call Center:** Attention lines: i). Bogota 3383838, ii). Rest of the country: 018000 123 838, iii). Movistar mobile phones: #338, iv). From the United States: 18 555 566820. v). From Spain: 00 8000 3383838.