

## **PRIVACY NOTICE CH MAC ABOGADOS S.A.S.**

**CH MAC ABOGADOS S.A.S.** (“CH MAC Abogados”), a Colombian company duly established, identified with tax identification number 901.137.873-0, and domiciled in the city of Bogota DC, hereby informs all the personal data owners that, in accordance with our Personal Data Protection Policy, available in [link](#):

The personal data included in our databases, that obtained during the daily and normal activities, and that delivered voluntarily by the personal data owners in response to a request, will be treated according to the principles, duties, and guidelines contained in Law 1581 of 2012 and in other norms related to and regulating this issue.

CH MAC Abogados will be responsible for the treatment given to the owners' personal data, which such owners will be able to address in order to properly exercise their access, rectification, update, deletion, and revocation of the data treatment authorization rights, as well as those contained in Law 1581 of 2012, especially in Article 8 of said Law. Mac Abogados has appointed the following responsible area and the following channels for the exercise of such rights:

- Physical address: Calle 93 # 12 – 14 Of. 404. Edificio Tempo 93 Bogotá D.C. Colombia.
- Webpage: [www.chmacabogados.com](http://www.chmacabogados.com)
- E-mail address: [contacto@chmacabogados.com](mailto:contacto@chmacabogados.com)

The information now being collected will be used for the following purposes:

- Comply with the commercial and contractual activities related to CH MAC Abogados
- Issue invoices, quotations, records, and all the documents required to support the CH MAC Abogados accounting records.
- Develop accounting processes and procedures.
- Comply with the security processes related to the information contained in the CH MAC Abogados databases.
- Client data: Render the services contracted by the clients, report on the state of the contracted services, their amendments and new events, update the contact information, and deliver the products requested by the clients.

- **Supplier's Data:** Issue purchase orders and pay the suppliers; report the tax information and execute the contracts existing between CH MAC Abogados and its Suppliers.
- **Employees' Data:** Make labor, social security, and non-fiscal payments. Report the tax information and anything else generated by their contractual relationship with CH MAC Abogados. Keep the information in its databases during the times indicated by the law and disclose the contact information as necessary in emergency cases, work accidents, and for academic training. Provide references to third parties related to their activities in CH MAC Abogados, as authorized by the owner of the information and according to the labor law, during the times therein indicated.

All personal and sensitive data will be kept and treated under strict confidentiality and security protocols and for the purposes related to the CH MAC Abogados activities, especially in benefit of the patients requiring using the medications supplied by CH MAC Abogados.

CH MAC Abogados will keep the data in databases located in Colombia, in accordance with the purpose authorized by the data owner and making every effort required to maintain the information secure and protect its integrity, accuracy, and reliability.

CH MAC Abogados will be able to change the terms and conditions of this privacy notice, in which case such change will be notified by the means of communication considered most adequate by CH MAC Abogados.

Should sensitive information be requested, we are hereby informing you that it will be the data owner's prerogative to answer or not the questions made by CH MAC Abogados and provide or not the information requested, having the full right to not provide such information.