

DATA PRIVACY

INTERNAL POLICY

CODE: TIP-PP DATA
PRIVACY

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Administration and Finance
and Office of Innovation
Director

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Our Mission

“Operating from the global south, we foster collaborative processes to drive systemic changes for human dignity and planetary care.”

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1. DOCUMENT TYPE

INTERNAL POLICY derived from TIP - PG Information Security.

2. BACKGROUND

Advances in technology trends driven by the internet of Things, artificial intelligence, robotics and big data analytics, blockchain, among others, are transforming economic, social and political processes. In this new reality—where the physical and digital worlds intersect—an ecosystem forms, whose dynamics and whose economic and social effects are not fully defined.

In this regard, it is still an open path where there are enabling elements with the capacity to generate a new horizon in business models, personalized services and products, and participation models. The large scale use of these technologies also entails unexpected impacts in terms of surveillance, privacy and exclusion.

Therefore, at Fundación Avina, in addition to making use of technology, we are strongly committed to working toward a safer internet to counter illegitimate and legitimate invasions of privacy, with no guarantees. In this context, the decision to move forward in preparing a privacy policy will create complete consistency between our external actions and our internal practices.

3. OBJECTIVE

This policy aims to incorporate standards and best practices to provide a framework for the use of the personal data of all individuals connected to the Fundación Avina ecosystem, integrating concepts and practices of Latin American and European laws that regulate this matter.

We aim *to objectively protect, preserve and manage* Fundación Avina's information from internal- or external-, deliberate- or unintentional threats, in order to guarantee compliance with the principles of *confidentiality, integrity, availability, lawfulness and non-repudiation of information*.

4. SCOPE

This policy applies to all processes related to Fundación Avina, through contracts or agreements with third parties and to all employees of the organization, regardless of their type of relationship.

5-DEFINITIONS AND ABBREVIATIONS

- **Personal Data:** any kind of information that identifies individuals or legal entities, such as name, age, marital status, among others.
- **Sensitive Personal Data:** information about an individual, which makes it possible to identify gender, socioeconomic status, political or religious points of view, among others
- **Database:** organized collection of data of any nature, regardless of the form or modality of creation or storage, which makes it possible to cross-reference data, and to carry out any type of processing or transmission of data.
- **Data Storage:** data retention or custody in a database, set up in any given format, including platforms managed by Information Technology.
- **Data Subject:** individuals or legal entities owning the data.
- **Database custodian:** individuals or legal entities, public or private, whether for profit or not, responsible for the custody and safeguarding of the database.
- **Data controller:** person who collects or has access to the personal data.
- **Data transfer:** to share, disseminate, communicate, exchange and/or transmit in any form and by any means, from one point to another, without any geographic boundaries, data to individuals or legal entities other than the data subject, whether it is determined or undetermined.

6. DEVELOPMENT

6.1 PRINCIPLES

Within the laws of countries of the region and in the European Regulations, a series of principles are recognized for the processing and protection of personal data, namely:

1. **Principle of Fairness and Lawfulness:** the processing of personal data must be done fairly, respecting both the governing regional laws and the rights and freedoms of individuals.
2. **Principle of Purpose:** the processing of personal data shall be limited to the compliance with specified, explicit and legitimate purposes. Anyone who has access to the data shall refrain from any processing that is not compliant with the purposes for which the personal information was collected, except with the express consent of the data subject.

3. *Principle of Proportionality*: the processing of personal data shall be limited to those that are suitable, relevant and not excessive in relation to the intended purposes.
4. *Principle of Quality*: the data controller shall ensure at all times that the personal data is accurate, and that it is safeguarded in a complete and updated manner, as needed, for the compliance of the purposes for which it is being processed.
5. *Principle of Consent*: given that the right to data protection consists of the power of decision and control that the person holds over the processing of personal data, consent is the manifestation of this decision-making power and, consequently, the main reason that legitimates the processing of personal data. This consent must be prior, freely given, unequivocal, informed and, last, it can be revoked by the data subject or a representative at any time, and no further requirements can be imposed for such revocation other than those required in the previous consent.
6. *Principle of Accountability*: the data controller shall adopt the necessary measures to comply with the principles and obligations set forth.

6.2 IMPLEMENTATION

Fundación Avina, in compliance with the provisions of the privacy and data protection laws, elaborates this Data Privacy Policy as follows:

6.2.1 Personal Data Details

Fundación Avina may collect the following personal data to efficiently implement our activities and objectives in accordance with the purposes mentioned above (this list is not restrictive):

<u><i>Contact:</i></u> ○ Domicile (address, city, country) ○ Telephone numbers ○ E-mail ○ Social media	<u><i>Identification:</i></u> ○ Name ○ Age ○ Official identification documents
<u><i>Bank Accounts</i></u> ○ Account number and holder ○ Bank and address	<u><i>For legal entities:</i></u> ○ legal documents such as articles of incorporation, granting of powers and similar documents.

6.2.2 Controller of Personal Data

Fundación Avina, is responsible for the processing and protection of personal data and sensitive personal data for the purposes stated herein. Fundación Avina will make available the email address of a person designated by the Information Technology team as a point of contact on any issue related to this privacy policy.

6.2.3 Processing of Personal Data

All personal and sensitive personal data collected by Fundación Avina shall be processed and safeguarded based on the principles governing the processing and protection of personal data mentioned above.

6.2.4 Purpose and Use of Personal Data

The data collected by Fundación Avina—except court summons—is processed in strict confidentiality using the necessary security measures to ensure data protection. We will request the consent from individuals in order to use their data for the following purposes:

Primary purposes:

- identify the individuals as an ally, investor, etc.
- contact the individual and send relevant information about our activities.
- respond to information, assistance and activity requests.

Secondary purposes:

- contact the individual and send bulletins with updates, accomplishments and events organized by Fundación Avina, or third parties related to our allies or investment partners.
- statistical purposes, without processing of personal data.

6.3 WAYS AND MEANS OF PERSONAL DATA COLLECTION

The personal data that Fundación Avina may collect and which is necessary to improve the activities we conduct, or those derived from these—physically, by telephone or via internet or other electronic means—will be collected through the following ways and means:

- directly from the data subject.
- by filling out the form on our website or through work-related alliances.

6.4 TRANSFER OF PERSONAL DATA

Fundación Avina *will not* exchange, share, publish, disseminate, assign or sell personal data to third parties external to Fundación Avina.

Fundación Avina may transfer personal data without prior consent, only under the following exceptions:

1. By court summons, in compliance with the legal requirements when the transfer is necessary or legally required by order of a competent judge or in the exercise of the right to defense during a court process.
2. When the recipient is a co-investor partner of the ally organization connected to our work, as well as external consultants under the joint supervision of Fundación Avina, operating under the same processes and internal policies or related authorities for the management of their business.

Fundación Avina is committed to comply and respect the legal principles of protection of personal data when they are transferred, either to individuals or legal entities.

6.5 MEANS TO PROTECT THE USE OR DISCLOSURE OF PERSONAL DATA

Fundación Avina will implement the necessary technical, administrative and physical security measures to safeguard the protected personal data and prevent its damage, loss, tampering, destruction or unauthorized use, access or treatment within this privacy policy.

Only authorized personnel may participate in the processing of personal data. It is strictly forbidden for authorized personnel to allow access to unauthorized people and to use personal data for purposes other than those set forth in this privacy policy.

People involved in the processing of personal data are still obliged to keep confidentiality even upon termination of the relationship with Fundación Avina. In this regard, each administrative and program unit must use only the institutional tools and software approved by Fundación Avina, operated by the Information Technology team, which will ensure more security controls over the databases that will be created as of the effective date of this privacy policy. The use of personal accounts or other types of digital platforms not approved by Fundación Avina for the creation and collection of protected data will be excluded.

Users of Fundación Avina systems are required to maintain security standards in their accounts and equipment connected to Fundación Avina services, as established in the ICT-PG Information Security and ICT-PP Technology and Telecommunications, in order to keep information and databases secure.

6.6 COMMUNICATION OF PRIVACY POLICY

When this policy is implemented, an email will be sent from privacidad@avina.net to allies to the email address they have provided, informing them about this privacy policy and requesting their consent, as an opt-out procedure of the database.

In the event that a person disagrees with the use of their personal data for the secondary purposes mentioned above, they will send an email to privacidad@avina.net to opt-out of the database.

6.7 ARCO RIGHTS. Access-Rectification-Cancellation-Opposition

As they are the data subjects of the personal data referred to in this policy, individuals have the right to know what personal data we store, what we use it for and the conditions of its use. In this sense, they may exercise their rights to [Access, Rectification, Cancellation and Opposition \(ARCO Rights\)](#).

They may also revoke, at any time, the consent that they have granted and that is mandatory for the processing and use of personal data, provided that there is no relationship or connection in effect with Fundación Avina. This may be done by sending a request by email to privacidad@avina.net at any time.

For the foregoing, the data subject must send us an email informing us in writing in a truthful and comprehensive manner the specific personal data to which they want access to, or that requires to be rectified, cancelled, or opposed to its processing.

The communication must include the following information:

- name and domicile of the data subject or other means of informing them of the response to their request.
- documents confirming the identity or, as the case may be, the legal representation of the data subject.
- clear and accurate description of the personal data regarding any of the aforementioned rights to be exercised.
- any other element or document allowing the location of the personal data.

Fundación Avina will contact the applicant within a maximum period of thirty (30) days from the date on which the request for access, cancellation, rectification or opposition was received, informing them of the respective decision. In the event that the request is admissible and legitimate, the data subject information will be erased from the database of Fundación Avina within fifteen (15) days after the respective decision.

6.8 INTERNATIONAL STANDARDS ON DATA PROTECTION

In order to protect personal data in the most appropriate way possible, we decided to implement some of the provisions under the *General Data Protection Regulation of the European Union (GDPR), Regulation 2016/679 of the European Parliament*.

In addition, data subjects are entitled to the following rights:

- **Right to Data Portability:** this is the right to transmit data to be processed by a third party outside of Fundación Avina. We will facilitate the data portability to the new data controller.
- **Right to be Informed:** in the event of a data breach, Fundación Avina will inform you within 10 days after becoming aware of such breach.
- **Right to Erasure:** you may request the erasure of data when, among other reasons, your personal data are no longer necessary in relation to the purpose for which it was collected or processed.

Individuals may exercise these rights at any time by submitting their request to Fundación Avina under the same ARCO Rights mechanism mentioned above.

Fundación Avina will keep the personal data of users only for the purposes for which they were collected and will be stored for an indefinite period of time, as long as the data subject does not revoke the consents granted, thus complying with the policy of money laundering prevention.

6.9 MODIFICATIONS TO THE PRIVACY POLICY

Fundación Avina reserves the right to amend or modify this Information Technology and Data Privacy Policy as it deems appropriate, for example, to comply with changes in laws on personal data protection or to comply with internal provisions.

Fundación Avina shall make this policy available in cases where its content has been updated or when consent for the use of data is required.

The updated version of the *Privacy Notice* will be available to the public via the following means:

- This Policy will be available on Avina Virtual (<http://av.avina.net/>)
- On our website (<http://www.avina.net/>) in the Privacy Notice section.
- Via the e-mail account that data subjects have provided us with.

7. RESPONSIBILITIES

Information Technology Team

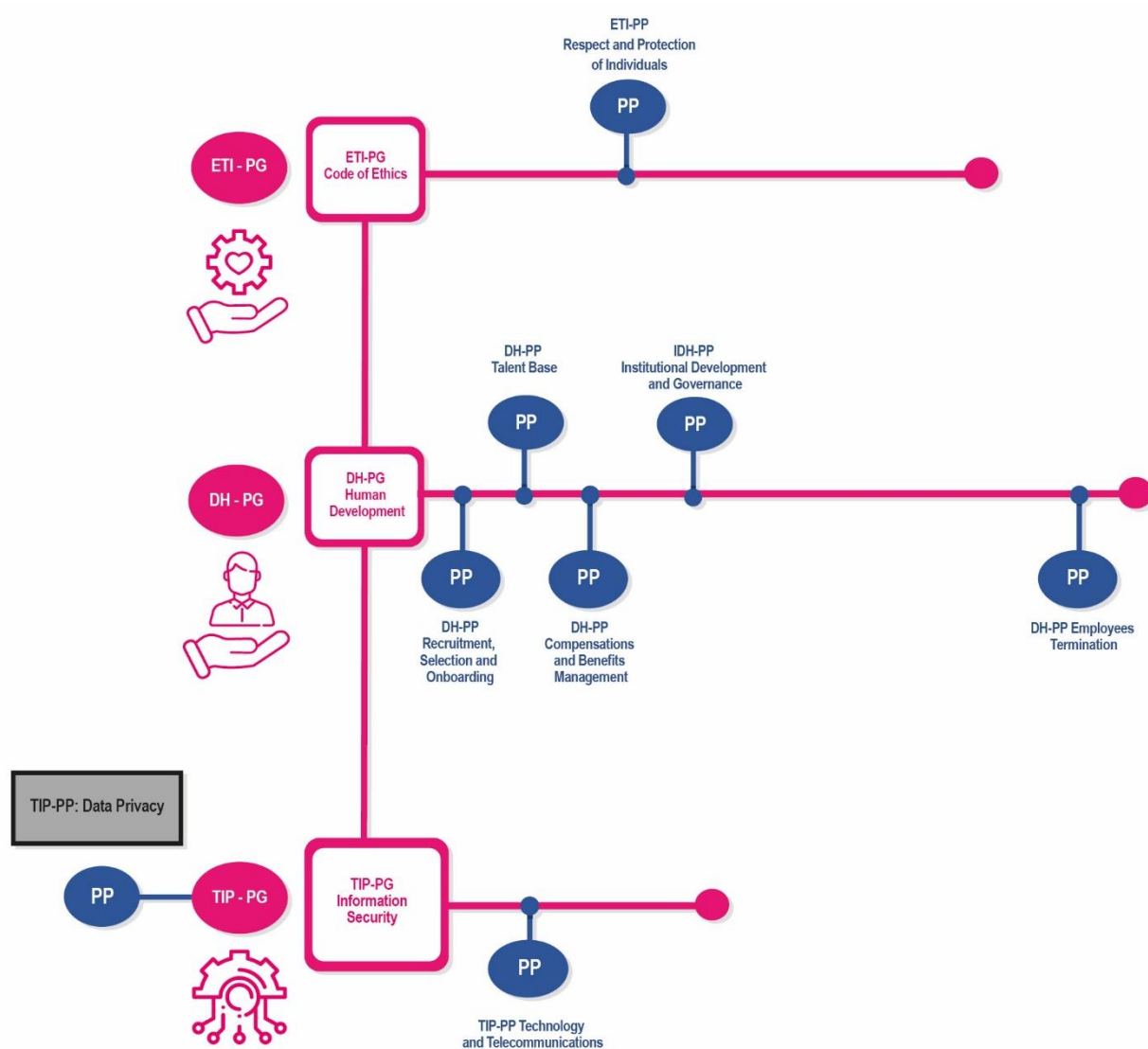
- Receive, track and define the e-mails received from different individuals on issues related to this policy.
- Administer institutional tools and software.

Employees

- Only use institutional tools and software approved by Fundación Avina.
- Refrain from using personal accounts or other types of digital platforms not approved by Fundación Avina for the creation and collection of protected data.

- Uphold security standards in their accounts and equipment connected to Fundación Avina services (as established in the ICT - PG *Information Security* and ICT - PP Technology and Telecommunications)

8. RELATED DOCUMENTS



9-GRAPHIC SUMMARY: