

# Personal Data Processing Policies

## 1. Guiding Principles:

In compliance with Colombian legislation on personal data protection, at SignalByte we commit the following guiding principles in the processing of personal data:

- **Legality:** The processing of personal data will be carried out in accordance with the provisions of the current regulations.
- **Purpose:** Personal data will be processed for the specific purpose for which it was collected and in accordance with the authorizations granted by the data subjects.
- **Truthfulness:** We commit to ensuring the truthfulness, accuracy, and updating of the personal data we process.
- **Transparency:** We will inform data subjects clearly and precisely about the processing of their personal data, the purposes for which it will be used, and the rights they are entitled to.
- **Security:** We will adopt technical, administrative, and human measures to protect personal data from unauthorized access, loss, alteration, disclosure, or destruction.

## 2. Processing of Personal Data:

- Personal data will be collected, stored, used, processed, transferred, and transmitted only with the prior, express, and informed consent of the data subject, except in cases expressly authorized by law.
- Only personal data that is relevant and adequate for the purposes for which it was collected will be processed.
- We will respect the confidentiality of personal data and ensure its protection against unauthorized third parties.

## 3. Rights of Data Subjects:

- We will respect and guarantee the exercise of the rights of data subjects, including the rights of access, rectification, updating, deletion, and opposition, as established in the current regulations.

## 4. International Data Transfer:

- In the event of an international transfer of personal data, we will ensure that the standards of data protection established by Colombian legislation are complied with and that the express consent of the data subjects is obtained when necessary.

**5. Responsibility:**

- We will designate a data protection officer responsible for ensuring compliance with these policies and data protection regulations.

**6. Training and Awareness:**

- We will train and raise awareness among our staff about the importance of protecting personal data and about the obligations established in these policies and in the current legislation.

**7. Consent:**

- We will obtain the express, prior, and informed consent of data subjects for the processing of their personal data, which will be duly recorded and archived.

**8. Policy Updates:**

- We will periodically review and update these personal data processing policies to ensure their compliance with regulatory changes and best practices in data protection.

These personal data processing policies will apply to all activities of SignalByte involving the processing of personal data of residents in Colombia.