

## PRIVACY POLICY

### CONDITIONS OF ACCESS

The user must access our website in accordance with good faith, the rules of public order, these General Conditions of Use and, if appropriate, the specific conditions of use that may be applicable. Access to our website is carried out under the user's own exclusive responsibility, and they shall be responsible in any case for the damages that they may cause to third parties or to us.

The user is expressly forbidden from using and obtaining the services and contents offered on this website, by procedures other than those stipulated in these conditions of use, and if appropriate in the specific conditions that govern the acquisition of certain services.

Taking into account the impossibility to control the information, contents, opinions and services contained on other websites that may be accessed through the links (links, banners, buttons, search engines...) that our website makes available to you, we hereby inform you that **Santa & Cole Neoserries, S.L.**, is exempted from any responsibility for any kind of damages that could arise from the use of these websites external to our company by the user, and we recommend that the user should read the legal notices which govern all websites.

The existence of hyperlinks on external websites which allow access to our portal does not under any circumstances imply the existence of commercial or trading relations with the owner of the website where the hyperlink is established, or the acceptance by **Santa & Cole Neoserries, S.L.**, of its contents or services.

### CONFIDENTIALITY OF PERSONAL DETAILS

The use of certain services on our website requires you to provide us with certain personal details, which shall be subject to processing and incorporated into our files. Likewise, we hereby inform you that your details will be treated with strict confidentiality, adopting all the guarantees demanded by Organic Law 15/1999 on the Protection of Details of a Personal Nature (LOPD), and to safeguard the security of your personal details we shall apply the technical and organizational security measures required by Royal Decree 1720/2007 which governs the regulation which develops Organic Law 15/1999 on the Protection of Details of a Personal Nature (LOPD). All our databases are legally registered on the General Register of Personal Details of the Spanish Data Protection Agency.

At any time you are entitled to access our databases free of charge to consult your details, rectify them if they are erroneous or have varied and cancel them if you do not wish to continue to be included in them. You can notify us of the right that you wish to exercise by writing to: [lopd@santacole.com](mailto:lopd@santacole.com)

### Consent and authorization to process personal details

**Santa & Cole Neoserries, S.L.**, as the entity responsible for its files, considers that when you accept to send your personal details through the different forms that this website contains, or by e-mail, you are expressly giving us your **authorization and consent** to process and incorporate your details into our databases, although of a revocable nature and without retroactive effects, and you accept the processing conditions expressed below.

### What data do we request and for what purpose?

The data that we request are those appropriate, relevant and strictly necessary for the purpose for which they are collected, and **under no circumstances are you obliged to provide them to us**. However, those contained on the forms must compulsorily be answered in order to be able to comply with your request. You likewise authorize us to verify the data provided should you fill in the Work with

us form, and you certify that all the details that you provide are correct, truthful and relevant for the purpose for which we request them.

Our website gathers your personal details on receiving various forms and by e-mail:

- Under the link “**CONTACT**” we request your personal details to answer your queries, comments or requests for information. Your details will be incorporated into a “Marketing” file, which implies your consent to receive our commercial information.
- “**NEWSLETTER**” on the different forms we ask you to mark the box “I wish to receive news from Santa & Cole”, and so your personal details will be incorporated into a “Marketing” file, so that we can send them to you at the e-mail address with which you provide us.
- Under the link “**WORK WITH US**” we offer you the opportunity to fill in a form to send us your curriculum vitae in order to have the opportunity to participate in our present and future selection processes. Your data will be incorporated into the “Labour” files.
- We likewise make available various **e-mail** addresses, so that you can request any kind of information, clarification or explanation. If personal details are included in the e-mail, or your address contains personal details, you authorize us to incorporate them into our corresponding files, if **Santa & Cole Neoseries, S.L.**, considers it to be appropriate, and these files shall be governed by these privacy policies.

**Santa & Cole Neoseries, S.L.**, reserves the right to decide on whether or not to incorporate your personal details into its files.

### **Assignment or communication of your details**

**Santa & Cole Neoseries, S.L.**, hereby informs you that your details are treated with confidentiality, and are used exclusively internally and for the purposes indicated. Therefore, we do not assign or communicate your details to any third party, except in the cases legally foreseen, or when the user authorizes us to do so. You only authorize us expressly to communicate your details in the following case, unless you advise us otherwise:

- To the group companies (INTRAMUNDANA LUX S.A., Santa & Cole Forestal S.L., Ediciones de Belloch S.L. and Parc de Belloch S.L.) to offer you other employment options.

### **Updating and Cancellation of your details**

So that we can maintain your personal details updated, it is important for you always to inform us whenever they change; otherwise, we shall not be responsible for their correctness.

We consider that if you do not expressly cancel your personal details from our databases, you continue to be interested in belonging to them for future staff selections, until **Santa & Cole Neoseries, S.L.**, considers it appropriate and for the time that they are relevant for the purpose for which they were obtained.

### **Cookies**

Cookies may be used to aid your browsing of our website and, consequently, in the event of use, the user accepts their use and the tracking of IPs. The website's traffic analyzer uses cookies and the tracking of IPs which allow data to be gathered for statistical purposes: date of first visit, number of times visited, date of last visit, URL and domain of origin, browser used and screen resolution. However, if they so wish, the user may disable and/or remove these cookies following the instructions on their Internet browser. Under no circumstances do the cookies provide personal details on the user.

## **USER COMMUNICATIONS**

Taking into account that the only means of communication between **Santa & Cole Neoseries, S.L.**, and the USER is by means of the e-mail address provided, we hereby inform you that we will use this means for all the communications with the USERS, including the commercial information or informative notes related to the purpose of our portal and, consequently, we hereby inform you that acceptance of these conditions of use implies your express authorization for us to send you our commercial, advertising and promotional communications. However, if you do not wish to receive our commercial communications by e-mail, you can request this free of charge at the e-mail address: [lopd@santacole.com](mailto:lopd@santacole.com), indicating your refusal to receive commercial information from **Santa & Cole Neoseries, S.L.**, by e-mail.

## **APPLICABLE LAW AND JURISDICTION**

These general conditions are governed by Spanish legislation, the Spanish Courts and Tribunals being competent to decide on any matters which arise from their interpretation, application and fulfilment. The user, by virtue of their acceptance of the general conditions contained in this legal notice, expressly renounces any jurisdiction which may correspond to them by application of the Ley de Enjuiciamiento Civil (Spanish Civil Procedure Act) in force.