

DATA PROTECTION AND PRIVACY POLICY

By virtue of that established in (EU) Regulation 2016/679 of the European Parliament and Council, of 27 April 2016, related to the protection of natural persons in respect of Personal Data processing and the free circulation of such Personal Data (“GDPR”), we inform you of our Privacy Policy below:

1. COMPANY RESPONSIBLE FOR THE PROCESSING OF YOUR DATA:

The company responsible for the processing of your personal data (the “**Personal Data**”) is Incatema Consulting & Engineering, S.L. with Tax ID Code (C.I.F) B82512609 and company address at calle Capitán Haya, 1, 10^a planta, 28020 Madrid (“**Incatema**” or the “**Company**”).

The present Privacy Policy defines the processing that the Company will make of the Personal Data, which you, as the user (the “**User**” or “**You**”) of the website www.incatemaconsulting.es (the “**Website**”), are providing freely and in a duly informed manner, by sending us your curriculum vitae (“**CV**”) using the form that Incatema places at your disposal.

2. PURPOSES AND LEGITIMATION FOR CARRYING OUT THE PROCESSING:

The mere fact of visiting the Website does not leave an automatic record of any personal data that identifies the User.

The Personal Data included in the User’s CV will be processed for the sole purpose of inclusion in selection processes and appraising the User’s application.

Pursuant to that established in the GDPR, Incatema, the owner of the Website, informs the User of the existence of an automated Personal Data file, duly registered with the General Register of the Spanish Data Protection Agency (Agencia Española de Protección de Datos), created and managed by Incatema and for which Incatema is responsible.

Incatema will collect solely such Personal Data as is necessary, exclusively, for the purpose that You have consented to freely, duly informed, and unequivocally by accepting the present Privacy Policy which is expressly accepted in the Forms.

In this regard, and in accordance with the GDPR, your consent legitimates Incatema to carry out the processing of the Personal Data included in your CV.

3. VERACITY OF THE DATA

The User guarantees that the Personal Data provided is true and assumes responsibility for communicating to Incatema any change in same. The User will respond for the veracity of the Personal Data provided, holding the Company free and harmless from being unable to achieve the consented purpose.

4. DATA CONSERVATION

The Personal Data that you provide to us by sending us your curriculum, will be conserved during one year, from the date of the latest update. Once this period has expired, without it having been updated, the data will be deleted, unless you instruct us otherwise.

5. COMMUNICATION OF THE PERSONAL DATA:

The Company informs the User that your Personal Data may be communicated to the rest of the entities of the Incatema Group for the purpose of including your CV in selection processes carried out by the latter. Some of these entities are outside of the European Economic Space. Incatema has adopted the necessary guarantees for the User's Personal Data to be processed pursuant to the provisions of the GDPR.

6. USER RIGHTS IN RELATION TO THEIR DATA

The User is entitled to (i) access their Personal Data, and to (ii) request rectification of inexact Personal Data or, where applicable, to (iii) request their deletion, (iv) request limitation of the processing of their Personal Data, (v) oppose the processing of their Personal Data and (vi) request their portability.

The User may exercise all of these rights, by accrediting their identity with their National Identity Document (DNI), to the following email address hello@tlteducation.com or by ordinary post to the following address:

Incatema Consulting & Engineering, S.L.
Calle Capitán Haya, 1, 10^a planta, 28020 Madrid.

7. SECURITY OF THE DATA

The protection of Privacy and your Personal Data are very important for Incatema. For this reason, the Company maintains its security levels for Personal Data protection in accordance with the applicable regulation and has established all technical means at its disposal to avoid the loss, misuse, alteration, unauthorised access and theft of the Personal Data that the User provides through the Website.

At the same time, Incatema and its professionals undertake to fulfil the duty of secrecy and confidentiality in respect of the Personal Data pursuant to the GDPR.

8. ACCEPTANCE AND CONSENT

The User declares that they have been informed of the conditions regarding the protection of Personal Data, accepting and consenting to the processing of same by Incatema, pursuant to the terms and conditions of the present Privacy Policy and for the purposes indicated by the User.