

DATA PROTECTION AND PRIVACY POLICY

In virtue of the provisions of the (EU) Regulation 2016/679 of the European Parliament and Council of 27 April 2016 on the protection of individuals with respect to the treatment and free circulation of Personal Data (“**RGPD**” for its Spanish initials) below, we inform you about our Privacy Policy.

1. COMPANY RESPONSIBLE FOR DATA TREATMENT:

The company responsible for the treatment of personal data (the “**Personal Data**”) is Incatema Consulting & Engineering, S.L., with Tax Identification number B82512609 and registered address at calle Capitán Haya, 1, 10^a planta, 28020 Madrid, (“**Incatema**” or the “**Company**”).

This Privacy Policy will apply to the users of the website www.incatemaconsulting.es (the “**Website**”) with respect to the treatment of the personal data provided through the means available.

The Privacy Policy defines the treatment by the Company of the Personal Data collected and provided by users and clients through contact means available on the Website such as for example, the email available or registry being treated by **Incatema** confidentially and adopting appropriate safety measures pursuant to the current legislation on data protection.

Also by browsing this website and by the use of cookies, **Incatema** collects data from users in order to improve their browsing experience and effectively manage the portal.

2. PURPOSES AND LEGITIMATION TO CARRY OUT DATA TREATMENT:

Incatema will treat your personal data for the purposes mentioned below:

- **To deal with requests for information and queries** made by the interested parties through the contact forms provided on the website based on the consent given by the interested party by means of their submission.
- **To manage and assess employment requests** of candidates in recruitment processes on the grounds of the consent given when sending their Resumé and completing the form provided.
- **To allow the effective operation of the website** through cookies installed based on the legitimate interest of the Company and the user’s consent provided with their acceptance.

Users of our website are hereby informed on the need to provide all compulsory information to meet the purposes aforementioned. These fields are identified with an asterisk (*).

If you fail to provide such information, **Incatema** might not be able to meet such purposes.

3. CONSERVATION OF DATA

Personal data provided by users will be preserved during the necessary period of time to effectively meet the purposes aforementioned.

In particular, **Incatema** shall preserve personal data submitted by users for as long as they are necessary to attend requests and their consent has not been withdrawn or they have not exercised their rights. Likewise, data of candidates will be preserved for a period of 1 year since the end of the selection period. Once such period has elapsed without being updated, the information will be deleted unless indication on the contrary.

For further information on conservation periods of the information on browsing data and cookies, you may refer to our **Cookies Policy (include link)**.

4. RECIPIENTS AND INTERNATIONAL TRANSFER OF DATA

Incatema will not communicate users' personal data to third party companies, except in cases of legal obligation or if the interested party consents to this.

However, personal data may be communicated to other entities of Grupo **Incatema** based on the legitimate interest in the coordinated management of certain services or procedures. Specifically, to include your CV in selection processes carried out by them.

In certain cases and given that Grupo **Incatema** operates internationally, personal data collected through this website may be subject to international data transfers to other entities of the Group established abroad. In relation to these operations, the existence of adequate information protection measures is guaranteed.

With respect to third party cookies, the information collected may be the object of international transfer of data as mentioned in our **Cookie Policy (include link)**.

5. RIGHTS OF USERS WITH RESPECT TO DATA

At any time users may exercise the following rights envisaged in the current legislation on data protection:

- **Right of Access:** allows the user to know what information is held, where it has been obtained from, to whom it has been provided and for what purposes it has been processed.
- **Right of Rectification:** allows the user to rectify any erroneous or outdated data.
- **Right of Deletion:** this allows the user to request that their data no longer be processed.

- **Right of Limitation:** allows the user to restrict the processing of his or her data, but in such a way that they are kept for some later purpose (a legal claim, for example).
- **Right of portability:** this allows the user to obtain a copy of their data in electronic form and, in certain circumstances, to request that it be communicated to another service provider.
- **Right of Opposition:** allows the user to oppose Incatema's legitimate interest in requesting the cessation of the processing of their data.
- **Right to Withdraw Consent:** at any time, with respect to the processing of their personal data, without affecting the lawfulness of the processing.

The User may exercise these rights in the following email address incatema@incatemaconsulting.es.

Finally we inform you that you may file a claim with the Spanish Data Protection Agency through its [website https://www.aepd.es/](https://www.aepd.es/).

6. SECURITY MEASURES

The protection of your privacy and Personal Data is very important for **Incatema**. Therefore the Company maintains the security levels of protection of Personal Data in accordance to the applicable legislation and has established all technical means at its disposal to prevent the loss, misuse, alteration, unauthorized access and theft of the Personal Data provided by the User through the Website.

Moreover Incatema and its professionals undertake to comply with the duty of secrecy and confidentiality with respect to Personal Data according to RGD. P.

7. AMENDMENT OF THE PRIVACY POLICY

Incatema reserves the right to modify this Privacy Policy, always in accordance with the terms permitted by current Spanish legislation and with the corresponding communication to users, by means of publication on this website or by any other means of communication or dissemination deemed appropriate.