



GIF-G-001-V01  
14/06/2017

## INFORMATION USE POLICY

PROCESS	INFORMATION MANAGEMENT	RESPONSIBLE	OFFICE COORDINATOR
QUALITY	Ensure the protection of the information of users, clientes and suppliers that interact with SEGETIS S.A.S. through the website.		
SCOPE	The Information Use Policy applies to the entire organization, its collaborators, suppliers, clients and users who have access to information through the website of SEGETIS S.A.S.		
ACCEPTANCE OF CONDITIONS OF USE	<p>For all legal purposes and for the mere fact of accessing the website of Segetis S.A.S, the User accepts and acknowledges that has reviewed and agrees with the INFORMATION USE POLICY, in what corresponds to the law. It will be the responsibility of the User to read and comply with the INFORMATION USE POLICY, each time it uses the website.</p> <p>Following the provisions of Law 1581 of 2012 and all regulatory rights on the protection of personal data, the user authorizes the company SEGETIS S.A.S., with NIT 900.733.54-8, to be in charge of the treatment and handling of its personal data, which consists in collecting, storing, debugging, using, analyzing, circulating, updating and crossing own information, in order to facilitate the sale of goods and the provision of services, as well as exercising the collection procedures. The personal data that are subjected to treatment are: full names and/or company name, identification number, correspondence address, correspondence city, telephone, email, type of relationship (employee, client, provider or other).</p> <p>In addition to this information the user authorizes that the data provided for the registration in (REGISTRATION OF CLIENTS, REGISTRATION OF SUPPLIERS, RESUMES OF EMPLOYEES, BOOK OF PARTNERS, ACTS, AMONG OTHERS) by request of the company SEGETIS S.A.S. Information necessary to establish a commercial, labor or service provision relationship.</p> <p>Users declare that they are responsible for the veracity of the data provided. Likewise, users authorize SEGETIS S.A.S to carry out its notification and communication procedures to the correspondence and/or email address mentioned above. Users declare that they have been informed that SEGETIS S.A.S is responsible for the personal data obtained through its different communication channels.</p> <p>Users rights as the owners of the data are those provided in the constitution and the law, especially the right to know, update, rectify and delete their personal information; as well as the right to revoke the consent granted for the processing of personal data. These can be exercised through the channels arranged by SEGETIS S.A.S., for the attention to the public and observing the personal data treatment policy of SEGETIS S.A.S. The channels at their disposal are: the line (571) 358 6351, the email serviciocliente@segetis.co and the offices located at Calle 21 B 2 A 31 Fusagasugá, Colombia, from Monday to Friday from 8:00 a.m. to 5:00 pm.</p>		
CORRECT USE OF THE CONTENTS	<p>The User is obliged to use the contents in a diligent, correct and lawful manner. In general, it undertakes not to use the contents illegally and for purposes contrary to Law or Public Order. Among other obligations, in a merely referential manner and without implying any limitation, for the User is specifically prohibited:</p> <ul style="list-style-type: none"> <li>(a) Use the contents for commercial purposes, including the promotion of any good or service;</li> <li>(b) Provide defamatory, harmful or knowingly false information;</li> <li>(c) Obstructing, restricting or limiting the use of the contents by other Users</li> </ul>		
PERSONAL DATA PROTECTION	<p>Segetis is concerned about the protection of personal data of its Users, therefore, ensures the confidentiality of them, and will not transfer or assign or otherwise provide, except in those cases where current legislation so indicates. The use that the User makes of the Segetis S.A.S.'s web products may be stored in order to generate statistical information regarding the use of the sections, parts and in general, the content of these, in order to determine the total numbers and specific, by section, of visitors to the Segetis S.A.S.'s website, with the main objective of knowing the needs and interests of the Users and providing a better service.</p> <p>The Users determine freely and voluntarily if they wish to provide the personal data that may be required or that may be obtained from the Users, on the occasion of the subscription or registration in some of the services offered on the Website.</p>		
APPLICABLE LAW	The documentation and information handled by Segetis S.A.S., is subject to Colombian legislation. In case of dispute, the judges or courts of the domicile of the same shall be competent, unless otherwise stated in the contracts for the rendering of services.		
CONDITIONS	Failure to comply with any of these general guidelines for conduct could lead to the opening of the corresponding disciplinary process. The company will deploy the formal mechanisms it deems appropriate to ensure the proper use of its resources.		

REVISED BY: Quality Coordinator

APPROVED BY: Process Leader