

PRIVACY POLICY AND TREATMENT OF PERSONAL DATA PHYLO LEGAL

Effective: September 26, 2019

Phylo S.A.S (Hereinafter "Phylo") is respectful of the personal data and information provided by its staff, its current, past, and potential customers, business allies, and potential interested parties in Phylo's services and/or products. This Privacy and Data Processing Policy (hereinafter the "Policy") establishes the purposes, scope, measures, and procedures of our databases, as well as the mechanisms available to the owners to know, update, rectify, or delete the data provided, or revoke the authorization granted with the acceptance of this Policy. The acquisition of the Services offered (as defined in these Terms and Conditions) and/or the express and unequivocal acceptance of this Policy, implies the acceptance of the holders of this Policy and their authorization for the uses and other treatments described herein.

CHAPTER I DEFINITIONS, SCOPE AND PRINCIPLES OF THE PERSONAL DATA PROCESSING POLICY

1.1. Definitions. The following concepts shall have the meaning detailed below, whether their use is presented in singular or plural form throughout the text of the Policy. Thus, for:

1.1.1. "Privacy Notice": is one of the verbal or written communication options provided by law to make known to the owners of the information, the existence and ways to access the information processing policies, and the purpose of its collection and use.

1.1.2. "Authorization": is the consent given by any person so that the companies or persons responsible for the processing of the information may use his/her personal data.

1.1.3. "Database": an organized set of personal data that are subject to processing.

1.1.4. "Personal Data": any information linked or that may be associated to a specific person, such as his/her name or identification number, or that may make him/her determinable, such as his/her physical features.

1.1.5. "Public data" is one of the existing types of personal data. Public data includes, among others, data relating to the marital status of individuals, their profession or trade, and their status as merchants or public servants. By their nature, public data may be contained, among others, in public records, public documents, official gazettes and bulletins, and duly executed court rulings that are not subject to confidentiality.

1.1.6. "Semi-private data": data that are not of an intimate, reserved, or public nature and whose knowledge or disclosure may be of interest not only to the owner but also to a certain sector or society in general. Financial and credit data from commercial or service activities are some examples.

1.1.7. "Private data": data which, due to its intimate or reserved nature, is only relevant to the owner. The tastes or preferences of individuals, for example, correspond to private data.

1.1.8. "Sensitive data": are those that affect the privacy of the holder or may result in discrimination, i.e., those that reveal their racial or ethnic origin, political orientation, religious or

philosophical beliefs, membership in trade unions, social organizations, human rights, as well as data relating to health, sex life, and biometric data, among others.

1.1.9. "Data processor": is the natural or legal person who carries out the processing of personal data, based on a delegation made by the data controller, receiving instructions about the way in which the data shall be managed.

1.1.10. "Data Controller": is the natural or legal person, public or private, who decides on the purpose of the databases and/or the processing thereof.

1.1.11. "Data Controllers": are the natural or legal persons whose personal data are the object of processing.

1.1.12. "Processing": any operation or set of operations on personal data, such as collection, storage, use, circulation, or deletion.

1.1.13. "Transfer" means the operation carried out by the controller or processor of personal data when he/she sends the information to another recipient, who, in turn, becomes the controller of the processing of such data.

1.2. Scope of the Information Processing Policy. This Policy applies to all personal information recorded in the databases of Phylo, who acts as the party responsible for the processing of personal data for these purposes. In its capacity as responsible, Phylo seeks to protect the data of the owners, in order to prevent its adulteration, loss, use and unauthorized access. To this end, Phylo implements human, administrative and technical protection measures that are reasonably available to achieve this protection. The owners expressly accept this form of protection and declare that they consider it convenient and sufficient for all purposes.

1.3. Principles of Personal Data Processing. The processing of personal data under this Policy shall be guided by the principles set forth in Article 4 of Law 1581 of 2012.

CHAPTER II PURPOSES OF THE PROCESSING OF PERSONAL DATA

2.1. In relation to the database of employees, contractors aspiring employees, former employees, and personnel in general of Phylo:

2.1.1. To keep and manage the information of the labor, civil, or commercial relationship with the holders.

2.1.2. Compliance with legal, accounting, commercial, and regulatory duties.

2.1.3. Controlling and preserving the security of Phylo's people, property, and information.

2.1.4. Fulfill the purpose of the labor, commercial, or civil relationship that has been acquired with the owners.

2.1.5. To protect the health of Phylo's employees and contractors.

2.1.6. To prevent and verify the commission of crimes or criminal conduct by employees, contractors, applicants, and personnel in general, for which purpose different databases and sources may be consulted, such as databases of the National Police, Comptroller, Interpol, FBI,

SDNT list (or "Clinton List"), SARLAFT, as well as the corresponding social networks, in the form in which they are arranged.

2.1.7. Maintain direct communication with the owners for issues related to their labor, civil, or commercial relationships.

2.1.8. Personnel selection, hiring administration, management of labor relations, and compliance with the obligations arising therefrom, granting benefits to its employees by itself or through third parties, as well as allowing employees access to Phylo's resources.

2.1.9. Keep a record of disciplinary sanctions imposed on Phylo contractors and employees.

2.1.10. Conducting statistical, business, financial, social and technical analyses.

2.1.11. Communicating with owners for contractual, informational, and commercial purposes.

2.1.12. Checking and verifying the identity and criminal, disciplinary, financial, and credit history of the owners.

2.1.13. Transmit, transfer, and provide the information and personal data of the owners to third parties in charge of administering the social security system in Colombia, as well as to insurance companies.

2.1.14. To transmit, transfer, and provide the information and personal data of the owners to third parties, in those cases in which there is an employer substitution in those cases in which Phylo transfers its contractual position, or when it is part of an acquisition or business integration process.

2.1.15. Transmit, transfer, and provide the information and personal data of the owners to third parties, for the purpose of providing employment and/or professional references about the owners.

2.1.16. Transmit, transfer, and provide the information and personal data of the holders to the companies that operate the drawdown system, in order for them to consult the relevant information for the purpose of granting drawdown loans.

2.1.17. To keep the historical memory and background of former employees.

2.2. In relation to the database of customers, suppliers, and business partners.

2.2.1. Fulfillment of Phylo's corporate purpose.

2.2.2. The performance of the statistical, commercial, strategic, financial, social and technical analysis.

2.2.3. The development, execution, and fulfillment of the contractual relationship that the owner has with Phylo.

2.2.4. To comply with the value proposition and the level of service offered to each customer and supplier segment.

2.2.5. Compliance with legal, accounting, commercial, and regulatory duties.

2.2.6. Communicating with owners for contractual, informational, and commercial purposes.

2.2.7. The control and preservation of the security of persons, goods and information of Phylo, for which different databases and sources may be consulted, such as databases of the National Police, Comptroller's Office, Interpol, FBI, SDNT list (or "Clinton List"), SARLAFT, credit risk centers, as well as the holder's social networks, in the form in which they are available.

2.2.8. Checking and verifying the identity and information in general and the criminal, disciplinary, financial, and credit background of the holders.

2.2.9. Transmit, transfer, and provide the information and personal data of the owners to subsidiary companies, subsidiaries, or affiliates of Phylo, commercial allies or other national and/or international companies or persons that Phylo commissions to carry out the Processing of the information and comply with the purposes described in this Policy and the purpose of the commercial or civil relationship with the owners, or for such third parties to assume the position of responsible parties.

2.2.10. Transmit, transfer, and provide, free of charge or for a consideration, the information and personal data of the owners to national and/or international business partners so that they may contact the owners to offer their products, information or services that, in the Company's opinion, may be of interest to the owner.

2.2.11. Transmit, transfer, and provide the information and personal data of the owners to national and/or international third parties, in those cases in which Phylo participates in merger, integration, spin-off, liquidation, acquisition, and/or disposal of assets processes.

2.2.12. To carry out marketing activities, such as market research, and to carry out acts of promotion of products and services, among other similar concepts.

2.2.13. Define consumption profiles of Phylo's users, in order to carry out statistical analyses or improve the marketing and sales processes of Phylo's services.

2.2.14. To develop technological tools and other information systems

2.3. In relation to the database of potential end customers.

2.3.1. Fulfillment of Phylo's corporate purpose.

2.3.2. To carry out statistical, commercial, strategic, financial, social, and technical analyses.

2.3.3. To carry out marketing activities, such as market research, and to carry out acts of promotion of products and services, among other similar concepts.

2.3.4. Communicating with the owners for commercial purposes.

2.4. In relation to the database of potential suppliers.

2.4.1. Fulfillment of Phylo's corporate purpose.

2.4.2. To carry out statistical, commercial, strategic, financial, social and technical analyses.

2.4.3. To carry out marketing activities, such as market research, and to carry out acts of promotion of products and services, among other similar concepts.

2.4.4. Communicating with the owners for commercial purposes.

CHAPTER III PERSONAL DATA PROVIDED AND HOW IT IS OBTAINED

Phylo may expressly ask the owners or collect from their behavior, except for the exceptions related to sensitive data or data of children and adolescents, the data that are necessary to fulfill the purpose of the databases, which are -among others- the following:

3.1. In relation to the database of employees and contractors: name and surname, nationality, marital status, identification number, military passbook, professional card, fingerprint, handwriting, date and place of birth, marital status, correspondence address, contact telephone number, e-mail, labor, clinical or health, academic and patrimonial history, references, commercial background or biographical, financial, judicial, disciplinary and family information, and that related to other companies or public entities, recent photographs, images in surveillance cameras; occupational medical history; telephone, sex, date and place of birth, place of work, position or profession of the spouse or permanent partner of employees and contractors and of their relatives up to the fourth degree of consanguinity, second degree of affinity and/or first civil degree, and any other data that may be necessary to achieve the purposes described.

3.2. In relation to the databases of users, suppliers and business partners: name and surname, identification number, date of birth, age, correspondence address, contact telephone number,

e-mail, information related to their patrimonial, commercial, financial, legal, administrative, accounting and personal situation that are shared on the occasion of communications exchanged with Phylo, browsing history on the website or the Platform, operating permits, authorizations to develop activities related to the services, purchase history, history of open cases with customer service, history of questions to experts on the website, commercial, judicial background, business and family relationships, and information related to other companies or public entities, needs and interests, place of work, qualifications and studies of suppliers, permits and authorizations required to provide services or sell products, content created for publication, company name or corporate name, tax identification, description, photographs and videos of the company, description, photographs and videos of the portfolio of services and products registered for sale, prices of products and services, promotional investment, purchase incentives caused, prizes given, and any other data necessary to achieve the purposes described and an adequate provision of the Services.

3.3. In relation to the database of potential end customers purchased from third parties, obtained in the context of commercial alliance or formed by users of the website who have not yet purchased from the same: name and surname, ID number, date of birth, correspondence address, contact telephone, email, photographs published in their profile, names, age, consumption habits, exercise routine, exercise habits, data associated with health, information on daily routines, information related to physical condition, browsing history on the site, favorite content, intention to attend events, history of questions to experts on the website and content created for publication on the website or the Platform, and any other data that may be necessary to achieve the purposes described.

3.4. In relation to the database of potential independent suppliers purchased from third parties, obtained in the context of business alliance or formed by users of the website who have not yet applied to sell on the same: name and surname, identification number, date of birth, correspondence address, contact telephone, e-mail, photographs published in their profile, age, company name or corporate name, tax identification, correspondence address, contact telephone, e-mail, contact name and surname, contact identification number, business background, judicial, commercial and family relationships, as well as information with other companies or public entities, needs and interests, and history of open cases with customer service, and any other data that may be necessary to achieve the purposes described.

3.5. In relation to the database of potential independent suppliers who have applied to sell on the website: company name or corporate name, tax identification, correspondence address, contact telephone number, e-mail, contact name and surname, contact identification number, commercial and judicial background, commercial and family relationships, as well as information with other companies or public entities, needs and interests, description, photographs and videos of the company, description, photographs and videos of the portfolio of services and products registered for sale and history of open cases with customer service, and any other data that may be necessary to achieve the purposes described.

3.6. In relation to sensitive data and its treatment. In accordance with Law 1581 of 2012, the following are considered sensitive data: racial or ethnic origin, political orientation, religious or philosophical convictions, union membership, social organizations, data related to health status, sex life, and biometric data, or any other data that may affect the privacy of the owner or whose improper use may lead to discrimination. Taking into account the characteristics of Phylo, the activities it carries out, and the purposes described in this Policy, Phylo is required to process some sensitive data, in the manner and under the conditions indicated below:

3.7.1. Data related to minors. Phylo will use, store, and process personal data of minors who are children, descendants, or who are dependent on or in the care of Phylo employees or contractors, and who are of a public nature and/or those required to ensure their welfare. The purpose of such treatment will be solely to plan and carry out activities related to the personal and family welfare of employees and minors. In the event that any minor requires Phylo's Services, Phylo will require the respective authorizations of the legal representatives of the minors, subject to the particularities of the case, and in any case, will treat such information only to ensure the welfare of the minor in relation to their rights. For such purposes, Phylo will take into account the respect and prevalence of the rights of minors, their best interests, and fundamental rights.

3.7.2. Other sensitive data. Given the nature of the Services provided by Phylo and the variety and nature of the personal data that may be involved in a particular consultancy, Phylo may require the processing of other sensitive personal data, including financial information of the User. In these cases, Phylo will inform the User that the information requested is made up of sensitive data and that therefore: (i) the User has the right to refuse authorization for the processing; (ii) the information will be used solely and exclusively for the provision of the Services, and (iii) express authorization will be required for the processing of such information.

CHAPTER IV AUTHORIZATION FOR THE COLLECTION AND PROCESSING OF PERSONAL DATA AND OTHER INFORMATION

4.1. Manifestations of the owners of the Personal Data. The owners declare that:

4.1.1. By voluntarily providing any of the personal data in the manner indicated in the previous numeral, the express verbal or written authorization, or the registration or creation of a profile on the Phylo Platform, the holder expressly and unequivocally authorizes Phylo to collect personal data and any other information they provide, as well as to carry out the processing of their personal data, in accordance with this Policy and the law, including the possibility of making recordings of calls and video calls made with the User.

4.1.2. They were informed that, in case of collection of sensitive information, they have the right not to answer the questions asked and not to provide the requested data.

4.1.3. They were informed about the purposes for which the collected sensitive data will be used, which are described in chapter III of this Policy.

4.1.4. They understand that sensitive data are those that affect the privacy of the holder or whose improper use may generate discrimination, as well as those of racial or ethnic origin, political orientation, religious or philosophical convictions, trade union membership, social organizations, data related to health status, sex life and biometric data.

4.1.5. They understand the security measures that Phylo implements to provide protection to the personal data it collects and, therefore, accept them.

CHAPTER V

TREATMENT OF PERSONAL DATA STORED IN PHYLO'S DATABASES

5.1. Uses under the Policy. Phylo will only process the personal data and other information of the owners for the purposes described and the uses authorized in this Policy or in the laws in force. In addition to what is mentioned in other sections, the holder expressly authorizes Phylo to process his/her personal data and other information for the following purposes and in the following circumstances:

5.1.1. To establish communication between Phylo and the holders for any purpose related to the purposes set forth in this Policy, whether by means of calls, text messages, emails and/or physical mails.

5.1.2. Audit, study and analyze the information in the databases in order to design and execute administrative, labor, security, and financial strategies related to Phylo's personnel.

5.1.3 To provide the information and personal data of the owners to subsidiary companies, subsidiaries or affiliates of Phylo, commercial allies or other companies or persons that Phylo entrusts to carry out the processing of the information and comply with the purposes described in this Policy and the purpose of the labor, commercial or civil relationship with the owners.

5.1.4 In order to preserve Phylo's security, analyze and verify the information of Phylo's employees and collaborators and those who participate in selection processes, as well as Phylo's Users.

5.1.5 Transfer, transmit, and provide, free of charge or for a fee, the information and personal data of the owners to national and/or foreign commercial partners so that they may contact the owners to offer them their products, information or services that in Phylo's opinion may be of interest to the owner.

5.1.6 Transfer, transmit, and provide the information and personal data of the holders to third parties, in those cases in which Phylo participates in merger, integration, spin-off, acquisition, and/or liquidation processes.

5.1.7 Verify conflicts of interest or possible irregularities with new contractors, allies, suppliers, customers, and/or employees of Phylo.

5.1.8 Perform financial, legal, commercial, and security risk rating.

5.1.9 Consult, store, and use financial information obtained from third party database administrators, with prior authorization from the owner for such consultation.

5.1.10 Combine personal data with information obtained from other partners or companies or send it to them in order to implement joint commercial strategies.

5.1.11 When information must be disclosed to comply with laws, regulations or legal processes, to ensure compliance with the terms and conditions of the Services, to stop or prevent fraud, attacks on the security of Phylo or others, prevent technical problems or protect the rights of others.

5.1.12 Audit, study and analyze database information to design business strategies and enhance and/or improve the products and/or services offered by Phylo.

5.1.13 Audit, study, analyze and use database information to design, implement and develop programs, projects and events.

5.1.14 Audit, study, analyze and use database information for the socialization of policies, projects, programs, results and organizational changes.

5.1.15 Transmit, transfer, and provide the information and personal data of the holders to national and/or foreign strategic allies so that they may contact the holders to offer them services of their interest, receive offers from the holders, invite them to participate in programs, projects, events, socialize policies, projects, programs, results and organizational changes.

5.1.16 Sell or transfer the data to national and/or foreign third parties, subject to compliance with the regulations.

5.1.17 To carry out marketing activities for the services and products offered.

5.1.18 To inform about the scope and characteristics of Phylo's services and products.

5.1.19 Any other use that is framed within the aforementioned purposes and that is related to the corporate purpose of Phylo and its activity.

5.2. Authorization for new uses. Phylo may request authorization from the owners for new uses of their data or information, for which purpose it will publish the changes in this Processing Policy on its website or in any medium it deems appropriate as the case may be.

5.3. Storage of personal data. The owner expressly authorizes Phylo to store the data in the manner it deems most appropriate and complies with the security required for the protection of the owner's data.

CHAPTER VI RIGHTS OF THE OWNERS

6.1. Rights of data subjects in general. Phylo informs the owners that, in accordance with current legislation, they have the right to know, update, rectify their information, and/or revoke the authorization for its processing. In particular, the rights of the owners as established in Article 8 of Law 1581 of 2012, are the following:

6.1.1. To know, update and rectify their personal data.

6.1.2. To request proof of the authorization granted.

6.1.3 To be informed, upon request, regarding the use that has been made of their personal data.

6.1.4 To file complaints before the Superintendence of Industry and Commerce for infringements to the provisions of the law.

6.1.5. To revoke the authorization and/or request the deletion of the data.

6.1.6. Access free of charge to their personal data that have been subject to Processing.

6.1.7. Refrain from answering questions about sensitive data or data of children and adolescents. In this case, the owners, or their respective legal representatives, are informed that they are not obliged to provide authorization for the processing of sensitive data or data of children and adolescents.

6.2. Area in charge of petitions, queries, and claims. The area in charge of handling requests, queries, and claims of the owners to exercise their rights to know, update, rectify, and delete their data and revoke their authorization is the customer service area. Requests, queries, and claims may be sent to the e-mail servicioalcliente@phyloscale.com, as well as to the telephone number (57) 3157865427.

6.3. Procedure to exercise your rights. In case you wish to exercise your rights, the holder must send an email to the contact addresses set forth in this Policy. The procedure to be followed for such communications shall be as indicated below:

6.3.1. When the owner of the data or their assignees wish to consult the information contained in the database, Phylo will respond to the request within a maximum of ten (10) working days. In compliance with the provisions of Law 1581 of 2012, when it is not possible to answer the query within that period, the owners will be informed, the reasons for the delay will be stated and the date on which their query will be answered will be indicated, which may not exceed five (5) business days following the expiration of the first term.

6.3.2. When the holder or its assignees consider that the information contained in the databases should be corrected, updated or deleted, or when they notice the alleged breach of any of the duties contained in Law 1581 of 2012, they may file a claim with Phylo, which will be processed under the following rules:

6.3.2.1. The claim shall be formulated by means of a request addressed to Phylo with the identification of the owners, the description of the facts that give rise to the claim, the address, and the documents that they wish to assert shall be attached. If the claim is incomplete, Phylo may require the interested party within five (5) days following receipt of the claim to correct the faults. After two (2) months from the date of the request, if the applicant has not submitted the required information, it will be understood that the claim has been withdrawn.

6.3.2.2. In the event that Phylo is not competent to resolve the claim, it will transfer it to the appropriate person within a maximum period of two (2) business days and inform the owner of the situation, which will relieve it of any claim or responsibility for the use, rectification or deletion of the data.

6.3.2.3. Once the complete claim has been received, a legend will be included in the database stating "claim in process" and the reason for the claim, within a term no longer than two (2) business days. Said legend shall be maintained until the claim is decided.

6.3.2.4. The maximum term to address the claim shall be fifteen (15) business days from the day following the date of its receipt. When it is not possible to address the claim within such term, the holder shall be informed of the reasons for the delay and the date on which the claim will be addressed, which in no case may exceed eight (8) business days following the expiration of the first term. Withdrawal or deletion shall not proceed when there is a contractual duty to remain in Phylo's database.

6.3.3. Security measures for the protection of personal data and other information. Phylo's security measures seek to protect the data of the owners in order to prevent their adulteration, loss, use, and unauthorized access. To this end, Phylo diligently implements human, administrative and technical protection measures that are reasonably within its reach. The holder expressly accepts this form of protection and declares that he/she considers it suitable and sufficient for all purposes.

CHAPTER VII MISCELLANEOUS

7.1. Contact. Any questions or additional information will be received and processed by sending them to the contact addresses set forth in this Policy.

7.2. Period of validity of the database and the Policy. The personal data included in the databases will be valid for the period necessary to fulfill their purposes.

7.3. Changes in the policy of treatment and protection of personal data. Any substantial change in the Policy, will be communicated in a timely manner to the owners through publication on our web portals.

7.4. Legislation in force. The national legislation in force regarding the protection of personal data is contained in Law 1581 of 2012, Decree 1377 of 2013 and Law 1266 of 2008 and the rules that modify, supplement or subrogate it.