

## **PERSONAL DATA TREATMENT POLICY**

Asesorías HD Legal Limitada respects and protects the privacy of the personal data of its users and undertakes to comply with current regulations on the protection of personal data, in particular with Law No. 19,628 on the Protection of Privacy and its amendments.

### I. Identification of the person responsible for the processing of personal data

Asesorías HD Legal Limitada, tax number 76.355.931-9, domiciled at Avenida Vitacura 2939, office 801, Las Condes, Santiago, Chile, email info@hdgroup.cl and telephone +562 2405 3200 ("Company" or "HD Group"), is responsible for the processing of your personal data.

In this personal data processing policy we provide information regarding the use that the Company will make of the personal data you enter in the form available on our website to apply for a job in HD Group, in accordance with the regulations of Law No. 19,628 and its amendments.

### II. Purpose of the processing of personal data

Personal data collected through our website will be processed for the following purposes:

- Management of job applications received through the contact form.
- Evaluation of profiles for possible vacancies within our organization.
- Communications related to the selection process.
- Fulfillment of legal and tax obligations.

### III. Personal data collected

The personal data collected by the Company are the following:

- Full name.
- E-mail address.
- Telephone number.
- Professional and academic information provided in the curriculum vitae.
- Curriculum vitae.

### IV. Consent

By submitting your personal data through our website, you expressly consent to the processing of your personal data by HD Group in accordance with the terms set forth in this policy.

### V. Security of personal data

We implement appropriate technical and organizational security measures to protect personal data against accidental or unlawful destruction, loss, alteration, unauthorized disclosure or unauthorized access.

#### VI. Rights of the holder of the personal data

The holder of the personal data has the right to:

- Access their personal data, to know which are being processed and the processing operations carried out.
- Request rectification of their personal data when it is erroneous, inaccurate, misleading or incomplete.
- Request the deletion of your personal data when you consider that they are no longer necessary for the purposes for which they were collected or when they have expired.
- Oppose the processing of your personal data for specific purposes.
- Revoke your consent at any time.

#### VII. Transfer of Personal Data

No transfer of personal data to third parties will be made without the express consent of the holder of personal data, except for the exceptions provided by law.

#### VIII. Modifications to the personal data processing policy

We reserve the right to modify this personal data processing policy at any time. Any significant changes will be communicated through our website or by other appropriate means.

#### IX. Contact

If you have any questions or concerns about this privacy policy, you can contact us at [info@hdgroup.cl](mailto:info@hdgroup.cl).