

PRIVACY POLICY:

Responsible: Identity:

Creartys Production S.L. - TIN: ESB84743954 Address: Avda. España, 7, 28723 Pedrezuela, Madrid Telephone: 918433869 email: show@creartys.com

We process the information you provide us on behalf of our company with the purpose of providing the requested service, and billing for the service, and sending you info and publicity related to our products and/or services by any means (postal, email or telephone) and inviting you to events organized by our company. The data provided will be kept as long as the business relationship is maintained or for the years necessary to comply with legal obligations, in potential clients until you request the cessation of the activity. The data will not be transferred to third parties except in cases where there is a legal obligation. You have the right to obtain confirmation as to whether Creartys Production S.L. is processing your personal data, therefore you have the right to access your personal data, rectify inaccurate data or request its erasure when the data are no longer necessary.

RECORDS OF PROCESSING ACTIVITIES

CLIENTS AND SUPPLIERS:

Processing purpose:

Management of clients and suppliers relationship. People with whom you maintain a business relationship.

Personal data description:

Those necessary for the maintenance of the business relationship. Invoicing, sending postal or email advertising, after-sales service and loyalty

Identification description:

First and last names, TIN, postal address, telephones, e-mail

Bank details description:

For direct debit payments

The **categories of recipients** to whom personal data were or will be communicated:

No data is communicated to third parties. Communications can be sent through treatment orders with headquarters outside the European Union but under the "Privacy Shield" such as MailChimp. For more information on what the Privacy Shield is, [click here](#). For more information about MailChimp [click here](#).

Deadline set for the deletion of the different categories of data:

Those foreseen by the tax legislation regarding the prescription of responsibilities.

POTENCIAL CLIENTS

Processing purpose:

Management of potential clients relationship. People with whom you want to maintain a business relationship.

Personal data description:

Those necessary for the commercial promotion of the Company

Identification description:

First and last names, TIN, postal address, telephones, e-mail

The **categories of recipients** to whom personal data were or will be communicated:

No data is communicated to third parties. Communications can be sent through treatment orders with headquarters outside the European Union but under the "Privacy Shield" such as MailChimp. For more information on what the Privacy Shield is, [click here](#). For more information about MailChimp [click here](#).

Deadline set for the deletion of the different categories of data:

Those foreseen by the tax legislation regarding the prescription of responsibilities.

Dats saved time: Up to a maximum of six years as of May 25, 2018.

CANDIDATES DATA & CV

Processing purpose:

Selection and recruitment of personnel, training, social benefits, promotion and management of employment and labor control.

Personal data description:

The necessary ones to manage the curriculum of possible future employees.

Identification description:

First and last names, TIN, postal address, telephones, e-mail.

Personal characteristics:

Marital status, date and place of birth, age, sex, nationality and others excluding race, health or trade union membership data, Academic data, Professional data.

The **categories of recipients** to whom personal data were or will be communicated:

Once the candidate has been selected, information will be communicated to the management, the banking entities through which payroll and public

administration payments will be made with the competences in tax, social security and, where appropriate, mutual insurance companies and insurance companies.

Dats saved time:

The data of employees will be kept for the duration of the employment relationship and once it is finished, up to a maximum of five years. The data of the candidates will be eliminated or they will be duly reviewed and updated every twelve months.

GENERAL RELEVANT INFORMATION

Article 5.1.f of the General Data Protection Regulation (GDPR) determines the need to establish appropriate security safeguards against unauthorized or unlawful processing, against accidental loss, destruction or damage. This implies the establishment of technical and organisational measures aimed at ensuring the integrity and confidentiality of personal data and the possibility (Article 5.2) to demonstrate that these measures have been implemented (accountability).

We use suitable technologies and procedures to protect the data from accidental loss as well as unauthorized access, use, destruction or publication. We do not share data with any other organization. Nor do we send your information outside the European Union. We make backup copies to be able to recover the information in case of any incident. We also implement suitable physical and technological measures to store and transfer your data securely.

RIGHTS OF THE DATA SUBJECTS

For **the right of access**, the data subject will be provided with a list of the available personal data, together with the purpose at the time they were collected, the identity of the recipients of the data, the storage period, and the identity of the controller to exercise the rights of rectification, erasure and to object.

To exercise **the right of rectification** it will be required to modify the data of the data subject that were inaccurate or incomplete taking into account the processing purposes.

To exercise **the right of erasure** data will be deleted when the data subjects express their refusal or opposition to the consent for their data processing and there is no legal duty that prevents it.

To exercise **the right to data portability**, data subjects must communicate their decisions and inform data controller about the identity of the data controller who is to be provided with his personal data, if it is the case.

The controller must inform all people with access to personal data about the terms of compliance to address the data subject's rights, the form and procedure to handle those rights.

We reserve the right to modify the present privacy policy as long as it is necessary, by requirements within the legal framework of the European Union or Spain.

If you would like to execute any of your rights, please, write to us at show@creartys.com or by post to the company address mentioned above. In either case, we will need you to send us a copy of your ID or passport so we can verify your identity and we will reply to you within a maximum period of one (1) month.

You also have the right, should you deem it appropriate, to make a claim against the Spanish Data Protection Agency, with headquarters in Madrid (28,001), C/ Jorge, núm. 6.

For more complete and detailed information on your rights we recommend that you visit the web page of the [Spanish Data Protection Agency](#) or that you contact them via their citizen advice service, by calling 901 100 099.