

PRIVACY NOTICE - INTERNAL MANUAL OF POLICIES AND PROCEDURES FOR THE TREATMENT OF PERSONAL DATA - NATIONAL ASSOCIATION OF SYMPHONIC MUSIC

Aware of the guarantee of the rights to privacy, intimacy and good name, and the protection of personal data provided by those persons who in one way or another are linked to the National Association of Symphonic Music, we have designed the document containing the Internal Manual of Policies and Procedures for the Treatment of Personal Data and procedures that together with this privacy notice, allow us to make proper use of your personal data in accordance with the General Regime for the Protection of Personal Data, subject regulated by the Political Constitution of Colombia, Law 1266 of 2008, Law 1581 of 2012, Decree 1377 of 2013, Decree 1727 of 2009, Decree 2952 of 2010 and other regulations that modify, repeal or replace them.

Responsible for the processing of personal data

The person responsible for the processing of personal data is the National Association of Symphonic Music, a non-profit entity, registered in the Chamber of Commerce on July 30, 2003 under number 63297 of Book I, with NIT: 830,124,865-8, domiciled at Calle 11 No. 5-60 downtown, Bogotá D.C. telephone: 3344581, email: tratamientodedatos@sinfonica.com.co, website: www.ANMS.com.co.

Processing of personal data and its purpose

The National Association of Symphonic Music, acting as Responsible for the processing of personal data, for the proper development of its activities, as well as for the strengthening of its relationships with third parties, collects, stores, uses, circulates and deletes personal data corresponding to natural persons with whom it has or has had a relationship, such as, without the enumeration meaning limitation, workers, customers, suppliers, for the following purposes or purposes:

The personal data you will provide us will be collected and its manual or automated processing is intended for the following purposes:

- To control access to the offices of the National Symphonic Music Association and to establish security measures.
- To respond to inquiries, requests, complaints, and claims made by the Holders and control bodies and to transmit the personal data to other authorities that by virtue of the applicable law must receive the personal data.



Asociación Nacional
de Música Sinfónica

Calle 11 # 5-51 // 111711
Bogotá, D.C. - Colombia



+57 1 3344581
www.sinfonica.com.co



- To contact, via e-mail, or by any other means, natural persons with whom it has or has had a relationship, such as, but not limited to, employees, customers, suppliers, for the purposes mentioned above.
- For the attention of judicial or administrative requirements and compliance with judicial or legal mandates.
- To register your personal data in the information systems of the National Association of Symphonic Music and in its databases for the dissemination, marketing, publicity, and commercialization of the cultural activities it promotes, as well as to carry out its own organizational procedures.
- Use the necessary information to make verbal or written contracts, agreements, or any other type of agreement for the fulfillment of its corporate purpose.
- Any other activity of a similar nature to those described above that are necessary to develop the corporate purpose of the National Association of Symphonic Music.
- And those specific to each type of database, in accordance with the provisions of the Internal Manual of Policies and Procedures for the Processing of Personal Data.

Rights of the holder

Individuals whose Personal Data is processed by the National Symphonic Music Association have the following rights, which they may exercise at any time:

1. To know the Personal Data on which the National Symphonic Music Association is processing. Likewise, the Data Subject may request at any time that his/her data be updated or rectified, for example, if he/she finds that his/her data is partial, inaccurate, incomplete, fractioned, misleading, or whose processing is expressly prohibited or has not been authorized.
2. To be informed by the National Symphonic Music Association, upon request, regarding the use it has made of your personal data.
3. To file before the Superintendence of Industry and Commerce complaints for infringements to the provisions of the Personal Data Protection Law and other regulations that may modify, add, or complement it, prior consultation or request before the National Symphonic Music Association.
4. Request proof of the authorization granted to the National Association of Symphonic Music for the processing of data, by any valid means, except in cases where authorization is not required.



**Asociación Nacional
de Música Sinfónica**

Calle 11 # 5-51 // 111711
Bogotá, D.C. - Colombia



+57 1 3344581
www.sinfonica.com.co



5. To request the National Association of Symphonic Music the suppression of their personal data and/or revoke the authorization granted for the processing thereof, by filing a claim, in accordance with the established procedures. However, the request for suppression of the information and the revocation of the authorization will not proceed when the Holder of the information has a legal or contractual duty to remain in the database and/or files, nor while the relationship between the Holder and the National Symphonic Music Association by virtue of which the data was collected is in force.
6. Access free of charge to their personal data that have been subject to processing.

Mechanisms to know the personal data processing policy.

We invite you to know the Internal Manual of Policies and Procedures for the Treatment of Personal Data of the National Association of Symphonic Music which includes the procedures for the holders of personal data to exercise their rights to know, update, rectify and delete the information and revoke the authorization. The Manual and this privacy notice may be consulted on the website www.ANMS.com.co.

Sensitive Data

The answers to the questions that have been asked or will be asked about sensitive personal data are optional and consequently you may not be obliged to answer them, likewise the delivery of documentation containing sensitive personal data is optional and consequently you will not be obliged to deliver it.

Asociación Nacional
de Música Sinfónica

Bogota, D.C. April 21, 2017



Asociación Nacional
de Música Sinfónica

Calle 11 # 5-51 // 111711
Bogotá, D.C. - Colombia



+57 1 3344581
www.sinfonica.com.co

