

## ADDITIONAL INFORMATION ABOUT DATA PROTECTION

**BERICAP, S.A.U.** is committed to the protection of and respect for privacy. This PRIVACY POLICY describes how we compile, use, transmit and store your personal information, as well as the methods applied to protect it.

### Who responsible for processing your data?

Corporate identity: BERICAP, S.A.U. – VAT Nr: ESA08624306  
Postal address: C/Isaac Peral s/n 08430; La Roca del Vallès (Barcelona) SPAIN  
Telephone: +34 938424722  
E-mail: [dataprivacy.spain@bericap.com](mailto:dataprivacy.spain@bericap.com)

### How is the information collected?

**BERICAP, S.A.U.** compiles only the minimum personal data necessary to allow work or commercial relationships. This is always provided by the interested party, never from other sources.

The refusal to supply data considered necessary may mean the impossibility of establishing such relationships.

The webpage <https://bericap.es/homepage> does not use cookies to collect identifiable personal information about visitors to the site.

### What is the purpose of processing your personal data?

**BERICAP, S.A.U.** uses personal data provided by you only for the reasons for which you provided such data:

- In the case of job applicants or current employees: **BERICAP, S.A.U.** gathers and processes personal data necessary for recruitment, selection, and contracting procedures as well as monitoring work relationships.
- Clients and suppliers: **BERICAP, S.A.U.** collects personal data with the aim of maintaining business relationships with clients and/or suppliers.
- Video surveillance: **BERICAP, S.A.U.** uses surveillance cameras to ensure the safety of people and property.

### What is the source of legitimacy for the processing of your personal data?

**BERICAP, S.A.U.** gathers and processes personal data for the maintenance of its business and labour relations. When there are no such relationships, the company will request the express consent of the interested party and will be responsible for maintaining the data provided as confidential and protected.

## For how long will the data be kept?

**BERICAP, S.A.U.** guarantees that data of a personal nature will be kept for the period of time necessary to comply with the aims set out in this Privacy Policy, except where the law requires or allows their preservation for a longer period.

- Employees: until 4 years after the end of the contractual relationship.
- Applicants for vacancies in the organization: 6 months from the date of consent.
- Clients/ Suppliers: up to 5 years from the termination of the business relationship.
- Video surveillance: 30 days

## Who will your data be sent to?

With their previous consent, **BERICAP, S.A.U.** will convey data on employees to entities related to the employment relationship (administrator, health and safety at work services, work-related insurance companies, works committee, training centres and others).

No data will be handed over to third parties.

## What are your rights?

Those who have provided personal data to **BERICAP, S.A.U.** will be able, should they wish, to exercise their rights of access, rectification, removal, restriction on processing, portability, suspension and disconformity with respect to the data provided, under the terms set out in current legislation concerning the protection of personal data.

To exercise these rights, your request, giving the reference "RGPD", specifying the data, showing proof of identity by, for example, attaching a copy of your National Identity Number (DNI), Foreign Identity Number (NIE) or equivalent, and reasons for the application should be sent, by any means which records the sending and receiving of the request to:

In person or by conventional post:

**BERICAP, S.A.U.**

C/Isaac Peral s/n,

08430 La Roca del Vallès (Barcelona) España

By E-mail to:

- [dataprivacy.spain@bericap.com](mailto:dataprivacy.spain@bericap.com)