

Privacy Notice



Grupo Energía Bogotá

PRIVACY NOTICE

Grupo Energía Bogotá S.A. E.S.P. - GEB S.A. E.S.P. (formerly EEB S.A. E.S.P.), is committed to respecting and promoting the right of habeas data or the right to control access to your own personal data. Therefore, it has issued the Personal Data Processing Policy, available for permanent consultation on the GEB website: <https://grupoenergiadebogota.com/datos-personales>

I. PROCESSING AND PURPOSES

GEB S.A. E.S.P. hereby informs that it processes personal information, directly or through third parties, consisting of collecting, storing, using, circulating, recording, managing, reporting, processing, employing, assessing, analyzing, transferring, transmitting, confirming, updating and deleting it in accordance with the conditions established by the data subject, under standards of confidentiality, security, transparency, truthfulness, temporality, access and restricted circulation. In accordance with the regulatory provisions and as part of its corporate purpose for administrative, legal, contractual, operational, statistical and commercial ends and for all matters considered relevant in the performance of the functions, activities and operations included therein; and among others, for the following purposes:

- 1. Shareholders:** (i) Registering shareholders; (ii) Monitoring shares; (iii) Paying profits.
- 2. Social:** Training aimed at the community in general, where information is provided, and performance of activities related to the corporate purpose.
- 3. Human Resources:** Registering company employees and pensioners.
- 4. SAP:** Registering suppliers in the SAP system, which contains tax information for invoice payment purposes.
- 5. Board members:** (i) Calling for ordinary and extraordinary meetings; (ii) Making payments; (iii) Sending communications of interest.

6. **Rights of way:** Negotiating and managing the rights of way where the EEB transmission line will be laid.
7. **Suppliers and contractors:** Keeping a record of EEB suppliers and contractors.
8. **Stakeholders - Journalists:** Contacting the media for brand positioning and reputation management.

In addition, in all cases, the information being processed will be required to:

- Send correspondence and notifications.
- Contact the subject of the personal data.
- Send information about Company activities, products and/or services through the channels or means in place for this purpose.
- Conduct the market studies, statistics and surveys that fall within the scope of the Company bylaws and policies of **GEB S.A. E.S.P.**
- Allow access to the **GEB S.A. E.S.P.** facilities.
- Capture images through video surveillance to ensure the safety of the individuals and assets in the **GEB S.A. E.S.P.** facilities.
- Use the image of the data subject to create notes or videos and publish them in different media highlighting the activities and services of **GEB S.A. E.S.P.**
- Consult the data subject's information recorded in other databases or files of any public or private entity, whether national or international.
- Carry out procedures with public or private authorities for which such information is relevant.
- Address requests made by public or private entities that, in compliance with legal or contractual mandates, are authorized to request and access personal data.
- Provide information to auditors who verify the Company's adequate management.

According to the regulations on habeas data, data subjects have the right to:

- i. Review, update and rectify their personal data.
- ii. Request proof of authorization granted.

- iii. Be informed, upon request submitted to the Company, of the use of their personal data.
- iv. Revoke authorization and/or request the deletion of the personal data whenever they wish, as long as there is no legal or contractual obligation that prevents it or in the event where the constitutional and legal principles, rights and guarantees are not being complied with.
- v. File complaints with the Superintendence of Industry and Commerce, when their consultations, claims and requests are not solved in the terms set forth in the Personal Data Processing Policy of **GEB S.A. E.S.P.** or in the legal system.
- vi. Access the personal data subject to processing, free of charge.

In addition, the subjects of the personal data are cautioned that they have the right to refrain from answering questions relating to sensitive information, as a legal relation with **GEB S.A. E.S.P.** or the provision of a service cannot be conditioned to providing such data.

II. DATA CONTROLLER

GEB S.A. E.S.P., with registered office in the city of Bogotá, Colombia, is the Data Controller. **GEB S.A. E.S.P.** has provided the following communication channels:

- E-mail: datospersonales@geb.com.co
- Written correspondence may be sent to the following address: Carrera 9 No. 73 - 44 piso 1 in Bogotá D.C.
- Telephone: +57 (1) 313-8400 Ext. 2140 in the city of Bogotá D.C.