

Data Protection Policy

1. Purpose

This policy outlines the principles and processes to protect personal and sensitive data collected, processed, and stored by BizLogic in compliance with relevant regulations across LATAM and North America, including but not limited to Colombia's *Ley Estatutaria 1581*, Brazil's *LGPD*, and the U.S. *CCPA* and *GDPR* (for clients in regions covered by such regulations).

2. Scope

This policy applies to all employees, contractors, and third parties who access or process data on behalf of BizLogic. It covers all data collected from clients, users, and partners across our services.

3. Data Collection

- Data will be collected lawfully, transparently, and only for specific, legitimate purposes.
- Users will be informed about the data being collected and its intended use at the point of collection.

4. Data Usage

- Data will be used only for the purposes stated at the time of collection or for purposes that are reasonably compatible with those original purposes.
- Explicit consent will be obtained where required by law, especially for processing sensitive data.

5. Data Storage and Retention

- Data will be stored securely using encryption and access controls to prevent unauthorized access.
- Data will only be retained as long as necessary to fulfill the purposes it was collected for or as required by law.
- Periodic reviews will ensure that outdated data is securely deleted or anonymized.

6. Data Access and Sharing

- Access to personal data will be restricted to authorized personnel with a legitimate business need.
- Data will not be shared with third parties unless it is essential for service delivery or required by law, and users will be notified where applicable.
- Third-party providers handling data must comply with our data protection standards.

7. User Rights

In compliance with applicable regulations, users will have the right to:

- Request access to their personal data.
- Correct inaccuracies in their personal data.

- Request the deletion of their data (subject to legal requirements).
- Withdraw consent where processing is based on consent.

8. Security Measures

- Data will be protected with appropriate technical measures, including encryption, secure storage, and regular security audits.
- Employees will undergo regular training on data protection principles.
- Breach detection and response mechanisms are in place to handle any data security incidents swiftly.

9. International Data Transfers

Where data is transferred between regions, we ensure compliance with relevant data protection laws through:

- Binding corporate rules or standard contractual clauses as necessary for international transfers.
- Ensuring data transfers comply with both LATAM and North American data protection requirements.

10. Incident Response

In the event of a data breach:

- Immediate steps will be taken to contain the breach.
- Authorities and affected individuals will be notified in compliance with applicable regulations.
- An internal review will follow to prevent future incidents.

11. Compliance

BizLogic is committed to adhering to data protection regulations in all regions we operate. Regular audits will be conducted to ensure continued compliance with legal requirements in LATAM and North America.

12. Contact

For any questions regarding this policy or data protection at BizLogic, contact us at ops@bizlogic.net.