

Privacy Policy

This Privacy Policy has been developed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, regarding the protection of natural persons concerning the processing of personal data and the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

This Privacy Policy aims to inform the holders of personal data, from whom information is being collected, about specific aspects of their data processing, such as the purposes of the processing, contact details for exercising their rights, retention periods for the information, and security measures, among other things.

This policy applies to the information collected directly through the various services of the Amicos Association, as well as through its website <https://www.amicos.org/>

Data Controller

The Amicos Association is responsible for all processing activities, and its contact details are: Postal Address: Comoxo s/n, Boiro – 15930 (A Coruña) Email: administracion@amicos.org Phone: 981865716

Data Protection Officer

The person designated to perform the functions of the Data Protection Officer is Mr. Ramón Santos Pérez, whose contact details are: C/ Carcasía nº38, 15200 – Noia (A Coruña) Email: ramon@nossoluciones.es

Data Processing

Personal data that may be collected directly from the interested party will be treated confidentially and incorporated into the corresponding processing activity owned by the Amicos Association.

The list of processing activities carried out by the Amicos Association is reflected in the Register of Processing Activities, which is available to any interested party.

The personal data requested, if applicable, will only consist of those strictly necessary to identify and respond to the request made by the holder. This information will be treated fairly, lawfully, and transparently concerning the interested party. Personal data will be collected for specific, explicit, and legitimate purposes, not further processed in a manner incompatible with those purposes.

The data collected from each interested party will be adequate, relevant, and limited to what is necessary concerning the purposes for which they will be processed. The data will be accurate and, if necessary, updated, and all reasonable measures will be taken to ensure that inaccurate personal data concerning the purposes for which they are processed are erased or rectified without delay.

Both the Amicos Association and those involved in any phase of the processing are subject to the strictest professional secrecy, with a particular commitment to adopting the

necessary levels of protection and measures, both technical and organizational, to ensure the security of personal data.

Purpose of Processing

The purpose of the data processing corresponds to each of the processing activities carried out by the Amicos Association and is accessible in the register of processing activities, which can be viewed upon request.

The explicit purposes for which each of the processing activities is carried out are included in the informative clauses incorporated into each of the data collection methods (web forms, paper forms, posters, and information notes).

Legitimacy

The processing of your personal data by the Amicos Association is carried out to comply with a legal obligation, to fulfill a mission carried out in the public interest or the exercise of public powers, to execute a contract to which the interested party is a party, or with the consent of the interested party, under Article 6 of the General Data Protection Regulation.

If the consent of the interested party is required for data processing, it will be collected explicitly, precisely, and unequivocally through a clear informative action, and the interested party has the right to withdraw their consent at any time. The withdrawal of consent will not affect the lawfulness of processing based on consent before its withdrawal.

In any case, when data is collected, the interested party will be informed of the processing activity for which their data is collected through basic and summarized information, including a reference to additional information where the rest of the information will be presented in detail.

The Register of processing activities, as well as additional information on each specific processing, includes the legal basis applicable to each of them.

Data Retention

Personal data will be retained for no longer than necessary for the corresponding processing purposes unless they must be retained for statistical purposes and until the expiration of the limitation period for possible liabilities arising from the processing.

Data Communication

The Amicos Association will not communicate personal data to third parties unless there is a legal obligation.

The recipients of data communications can be consulted in the Register of Processing Activities.

Duty of Information

When data is collected, the interested party will be informed of the processing activity for which their data is collected, as well as the conditions thereof, being informed of the data controller and, if applicable, the joint controller, the data protection officer, the purpose of the processing, the legal basis, the recipients of the data, the existence of international transfers, the retention period or the criteria used to determine that period, the rights of the interested parties and how to exercise them; and if the data are not obtained from the interested party, they will be informed of the categories of data collected and their source.

The register of processing activities, as well as additional information on each specific processing, includes all the information covered by the duty of information, and can be consulted on the Amicos Association's website: <https://www.amicos.org/proteccion-de-datos>.

Rights of Interested Parties

You can exercise your rights of access, rectification, erasure, and portability of your data, restriction, and objection to its processing, as well as not being subject to decisions based solely on automated processing of your data, where appropriate.

The rights that can be exercised by the interested parties, as well as how to exercise them, are detailed in the additional data protection information for each of the corresponding processing activities.

You can exercise your rights by writing to the Amicos Association and submitting it:

- In person, at any of the Amicos Association offices. The request must be accompanied by a photocopy of your DNI, NIE, passport, or other valid identification document;
- By email, accompanied by a photocopy of your DNI, NIE, passport, or other valid identification document;

The right to file a complaint with the Supervisory Authority will be exercised before the Spanish Data Protection Agency (www.agpd.es).

Security Measures

The Amicos Association, as the data controller of personal data processing, will adopt the necessary technical and organizational measures to ensure the security of personal data and prevent their alteration, loss, unauthorized processing, or access.

The security measures adopted by the Amicos Association are those required under Article 32 of the General Data Protection Regulation. The Amicos Association, taking into account the state of the art, the costs of implementation, and the nature, scope, context, and purposes of the processing, as well as the risks of varying likelihood and severity for the rights and freedoms of natural persons, has established appropriate technical and organizational measures to ensure a level of security appropriate to the existing risk.

The Amicos Association has implemented sufficient mechanisms to:

- Ensure the ongoing confidentiality, integrity, availability, and resilience of processing systems and services.
- Restore the availability and access to personal data quickly in the event of a physical or technical incident.
- Regularly verify, evaluate, and assess the effectiveness of the technical and organizational measures implemented to ensure processing security.
- Pseudonymize and encrypt personal data, where appropriate.

Where applicable, the security measures implemented correspond to those applied in accordance with Annex II (Security Measures) of Royal Decree 3/2010, of January 8, regulating the National Security Scheme in the field of Electronic Administration.