



<b>Title:</b>	Privacy Policy				
<b>Version:</b>	1				
<b>Process:</b>	Administration, Procurement & Sustainability				
<b>Prepared by:</b>	*****	<b>Role:</b>	Legal Advisor	<b>Date:</b>	09/05/2022
<b>Approved by:</b>	Jhirleny Hernández	<b>Role:</b>	Sr. Director, Admin, Sustainability & Compliance	<b>Date:</b>	09/09/2022

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A network diagram consisting of several light blue circular nodes connected by thin, light blue lines. The nodes are positioned at various points across the white background, with lines radiating from them to other nodes, creating a web-like structure. The lines vary in length and direction, connecting the nodes in a non-uniform pattern. The overall appearance is that of a digital or social network.

**#MASisMore**

## Privacy Policy

At MAS Global Consulting, LLC (referred to as “Company,” “us” or “we”), we recognize that your privacy is important. This Policy discloses the privacy practices for the Company’s family of Websites (collectively, the “Site”), as well as related services we may offer to you (collectively referred to as the “Services”). This Policy also covers how personal and other information that we receive or collect about you is treated. Please read the information below to learn the following regarding your use of this Site.

You acknowledge that this Privacy Policy is designed to be read in connection with the Website Terms of Use, which is available at <http://www.masglobalconsulting.com/tos>, and that by accessing or using our Site, you agree to be bound by the Site’s terms and conditions, as well as this Policy.

We reserve the right to change this Privacy Policy from time to time at our sole discretion. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address you provided (if any), by placing a prominent notice on our site, and/or by updating any privacy information on this page. Your continued use of the Site and will constitute your: (a) acknowledgment of the modified Policy; and (b) your agreement to abide and be bound by that Policy.

If you have any questions about this Policy, please feel free to contact us at: [legal.compliance@masglobalconsulting.com](mailto:legal.compliance@masglobalconsulting.com).

**IMPORTANT: BY USING THE SITE, YOU GIVE YOUR CONSENT THAT ALL PERSONAL DATA THAT YOU SUBMIT MAY BE PROCESSED BY US IN THE MANNER AND FOR THE PURPOSES DESCRIBED BELOW. IF YOU DO NOT AGREE TO THESE TERMS AND CONDITIONS, DO NOT USE THE SITE.**

### 1. Types of Information We Collect

To better provide you with access to this Site, we collect two types of information about our users:

**Personally Identifiable Information:** This refers to information that lets us know the specifics of who you are. When you engage in certain activities on this Site, downloading materials, we may ask you to provide certain information about yourself.

Examples of PII may include your first and last name, email address, mailing address (including zip code), employer, job title and department, telephone and facsimile numbers, and other identifying information.

**Aggregate Information:** This refers to information that does not by itself identify a specific individual. We gather certain information about you based upon where you visit on our Site and what other sites may have directed you to us. This information, which is collected in a variety of different ways, is compiled and analyzed on both a personal and an aggregated basis. This information may include the Website's Uniform Resource Locator ("URL") that points to the site you just came from, which URL you go to after visiting our Site, what browser you are using, and your Internet Protocol ("IP") address.

## **2. How We Collect and Use Information**

We do not collect any PII about you unless you voluntarily provide it to us. However, you may be required to provide certain PII to us when you elect to use certain services available on the Site, such as submitting your information through the Site.

We will primarily use your PII to make information available to you and to enable you to contact us. We will also use certain forms of PII to enhance the operation of our Site, improve our internal marketing and promotional efforts, statistically analyze Site use, improve our product and service offerings, and customize our Site's content, layout, and services. We may use PII to deliver information to you and to contact you regarding administrative notices. Finally, we may use your PII to resolve disputes, troubleshoot problems and enforce our agreements with you.

We may also collect certain Aggregate Information. For example, we may use your IP address to diagnose problems with our servers, software, to administer our Site and to gather demographic information.

## **3. Release of Information**

We will not sell, trade, or rent your PII to others, except that we may provide your information to our affiliated companies.

Occasionally we may be required by law enforcement or judicial authorities to provide PII to the appropriate governmental authorities. In such cases, we will disclose PII upon receipt of a court order, subpoena, or to cooperate with a law enforcement investigation. We fully cooperate with law enforcement agencies in identifying those who use our services for illegal activities. We reserve the right to report to law enforcement agencies any activities that we in good faith believe to be unlawful.

#### **4. Contact Information**

You may access and correct your personal information and privacy preferences by emailing or writing us at:

MAS Global Consulting, LLC

3030 N Rocky Point Dr S730

Tampa FL 33607 United States

**Attn:** Privacy Compliance Officer

**Email:** [legal.compliance@masglobalconsulting.com](mailto:legal.compliance@masglobalconsulting.com)

Please include your name, address, and/or email address when you contact us.

It may be impossible to completely delete your information without some residual information because of backups.

#### **6. User Choices on Collection and Use of Information**

We may, from time to time, send you email regarding services that we feel may interest you. Only Company (or agents working on behalf of Company and under confidentiality agreements) will send you these solicitations, and only if you have previously indicated that you wish to receive them. If you do not want to receive solicitations from us, you can “opt-out” by contacting us. If you choose to reject all cookies some parts of our Site may not work properly in your case.

#### **7. Security of Your PII**

At our Site you can be assured that your PII is secure, consistent with current industry standards. We strive to take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of your PII. For example:

- We work hard to ensure that the data we collect is reliable, accurate, complete and current. We encrypt all PII, in order to prevent unauthorized parties from viewing such information when it is transmitted to us. We also only keep collected information protected and use it only for the purposes for which it was collected or to comply with any applicable legal or ethical reporting or document retention requirements.
- We limit access to PII only to specific employees, contractors and agents who have a reasonable need to come into contact with your information. These individuals are

bound by confidentiality obligations and may be subject to discipline, including termination and criminal prosecution, if they fail to meet these obligations.

- Additionally, we also employ a number of physical, electronic, and procedural safeguards to protect PII.

Unfortunately, no data transmission over the Internet or any wireless network can be guaranteed to be 100% secure. As a result, while we strive to protect your PII, you acknowledge that: (a) there are security and privacy limitations inherent to the Internet which are beyond our control; and (b) the security, integrity and privacy of any and all information and data exchanged between you and us through this Site cannot be guaranteed.

## **8. Miscellaneous**

You must be at least 18 years old to have our permission to use this Site. Our policy is that we do not knowingly collect, use or disclose PII about minor visitors.

You should also be aware that when Personally Identifiable Information is voluntarily disclosed (i.e. your name, email address, etc.) in the discussion forums or other public areas on this Site, that information, along with any information disclosed in your communication, can be collected and used by third parties and may result in unsolicited messages (including unwanted spam messages) from third parties. Such activities are beyond our control and this Policy does not apply to such information. Please consult our Website Terms of Use: .

If you have any questions, concerns or inquiries about our Privacy Policy, or our use of your PII, or our privacy practices, please contact us at: [legal.compliance@masglobalconsulting.com](mailto:legal.compliance@masglobalconsulting.com) You can also reach our Privacy Compliance Officer by sending written correspondence to:

MAS Global Consulting, LLC

3030 N Rocky Point Dr S730

Tampa FL 33607 United States

**Attn:** Privacy Compliance Officer

**Email:** [legal.compliance@masglobalconsulting.com](mailto:legal.compliance@masglobalconsulting.com)

- **Annexes**

Annex 1 Change control

Version	Change item	Change made	Reason for change	Date of change

