

## **PRIVACY POLICY**

Aretea Creative Spain, S.L.U., located in Madrid, Spain (Address: Av. Esparta 61, 2º A – 28232 Las Rozas de Madrid), is the data controller this site under the Data Protection Law.

You can contact us at aretea\_academic@aretea.es

### **What information do we collect?**

Above all, we are committed to protect and respect your privacy.

When you use this website to contact us and contract our services, we will process information regarding you (as an individual) which will identify you. We will require your name, your e-mail address, and your phone number.

### **How do we process your personal data?**

Your personal data will be used to:

- **Process your request according to the services you contract**
- **Process your queries**
- **Communicate with you**
- **Legal purposes** - we may need to use your personal data to comply with fiscal or legal obligations or other reasons - for example, to trace fraudulent transactions.

### **Security Policy**

We are committed to protecting the security of your data. We will treat all of your information in strict confidence, and we will endeavor to take all reasonable steps to keep your personal data secure.

### **Cookies**

You may choose to block or delete technical and/or function cookies used by our website

### **How long do we keep your personal information?**

We keep your data for as long as it is necessary. The period depends on the reason or purpose to process your information:

- To process your requests
- To process your requests

- To process your payments
- To manage fiscal and administrative requirements: the necessary time to comply with these requirements as applicable.
- To manage legal requirements: the necessary time to process such situations.

### What are your rights?

- **Access to your personal data:** you may request access to a copy of your personal data.
- **Rectification:** you may ask us to rectify the inaccurate information held about you. If you would like to update the data we hold about you, please contact us using the details below and provide the updated information.
- **Withdraw consent:** you may withdraw your consent at any time. Please contact us using the details located below if you would like to withdraw your consent, and we will delete your data in line with your right to erasure below.
- **Erasure:** you may ask us to delete your personal data. If you would like us to delete personal data we hold about you, please contact us.
- **Portability:** you may ask us to provide you with the personal data that we hold about you in a structured, commonly used, machine-readable format, or ask for us to send such personal data to another data controller.
- **Object to processing:** you may object to our processing of your personal data pursuant to this Privacy Policy. Please contact us providing details of your objection.
- **Make a complaint:** you may make a complaint about our data processing activities to the corresponding supervisory authority.

To make enquiries and/or to exercise any of your rights in this Privacy Policy, please contact aretea\_academic@aretea.es.