

PRIVACY POLICY

This legal text provides details on how we collect and process your personal data through the use of our website <https://www.intercala.com/>, including any information you may provide to us through the site when you submit your data via the form provided for that purpose.

By providing us with your data, we inform you that our services are not available to individuals who are not legally permitted to give consent. Therefore, by submitting the forms, you guarantee that you have the legal capacity to provide such consent.

Below, we inform you about the data protection policy of: **Intercala Administradores, S.L**

1. Data Controller.

Contact details of the Controller

Intercala Administradores, S.L, with Tax Identification Number: B92070671 and registered address at: Bulevar de La Cala, 31, Ed. Cala del Mar I, 1º 6D, 29649 Mijas, Málaga. Telephone: 952494175. Email: info@intercala.com

Registered in the Commercial Registry of Málaga, Sheet MA 183748.

Intercala Administradores, S.L is the controller of your data (hereinafter referred to as "we" or "our").

2. What data do we collect?

The General Data Protection Regulation defines **personal data** as any information relating to an identified or identifiable natural person, meaning any information capable of identifying an individual. This does not include anonymous or statistical data.

Any personal data that may be collected directly from the data subject will be treated confidentially and will be incorporated into the corresponding processing activities under the responsibility of **Intercala Administradores, S.L**.

On our website, we may process certain types of personal data, which may include:

- Identity details: name
- Contact details: email, telephone number, and address
- Profile details: username and password

We do not collect any data relating to special categories of personal data (such as data revealing your ethnic or racial origin, political opinions, religious or philosophical beliefs,

trade union membership, or information concerning your health, genetic data, or biometric data).

If you are required to provide personal data by law or under the terms of a contract between you and us, and you refuse to do so, we may be unable to enter into such a contract or provide the service. In such cases, you must inform us in advance.

3. How do we collect your personal data?

The means we use to collect personal data are:

- **Through the form on our website, via our contact email, by telephone, or by post, when you:**
 - Request information about our services
 - Request quotations
 - Send us your comments

To ensure the quality of our website, we reserve the **right to reject any registration request** or to suspend or cancel a previously accepted registration if we believe that it does not meet these requirements or any other applicable law or regulation. If this occurs, we will attempt to explain the reasons for our decision, although we cannot guarantee that we will do so in all cases.

4. Purpose and legal basis for the use of your data.

The most common uses of your personal data are:

- For the formalisation of a contract between **Intercala Administradores, S.L** and you.
- When you have given your consent to the processing of your data.
- When we need to comply with a legal or regulatory obligation.
- When it is necessary for our legitimate interests or those of a third party.

The User may withdraw the consent given at any time by sending an email to info@intercala.com or by consulting the section on the exercise of rights below.

Below, we provide a table setting out the ways in which we will use your personal data and the legal basis for doing so, as well as the types of personal data we will process. We may process certain personal data on additional legal grounds; if you require further details in this regard, you may send an email to info@intercala.com.

Form	Purpose	Type of data	Legal basis for its processing
Contact	The purpose is to manage contacts and requests for information received via the website.	<ul style="list-style-type: none"> - Name - Email - Telephone 	<p>Consent of the data subject (Art. 6(1)(a) GDPR)</p> <p>Pre-contractual measures (Art. 6(1)(b) GDPR)</p> <p>Processing is necessary for the purposes of the legitimate interests pursued by the controller (Art. 6(1)(f) GDPR)</p>
Blog	The purpose is to manage the data provided for the submission of comments on the blog.	<ul style="list-style-type: none"> - Username - Password 	<p>Consent of the data subject (Art. 6(1)(a) GDPR)</p> <p>Pre-contractual measures (Art. 6(1)(b) GDPR)</p> <p>Processing is necessary for the purposes of the legitimate interests pursued by the controller (Art. 6(1)(f) GDPR)</p>
Quick legal enquiry	Management of contact details in order to make a quick enquiry.	<ul style="list-style-type: none"> - Email - Telephone 	<p>Consent of the data subject (Art. 6(1)(a) GDPR)</p> <p>Pre-contractual measures (Art. 6(1)(b) GDPR)</p> <p>Processing is necessary for the</p>

purposes of the legitimate interests pursued by the controller (Art. 6(1)(f) GDPR)

Consent of the data subject (Art. 6(1)(a) GDPR)

Pre-contractual measures (Art. 6(1)(b) GDPR)

Processing is necessary for the purposes of the legitimate interests pursued by the controller (Art. 6(1)(f) GDPR)

Consent of the data subject (Art. 6(1)(a) GDPR)

Pre-contractual measures (Art. 6(1)(b) GDPR)

Processing is necessary for the purposes of the legitimate interests pursued by the controller (Art. 6(1)(f) GDPR)

Consent of the data subject (Art. 6(1)(a) GDPR)

Access to the private area Management of data in order to access the private area.

- Username
- Password

Request a quote Quotation request

- Name
- Email
- Telephone
- Address

Quick legal enquiry system Management of the data provided for a legal enquiry.

- Email
- Telephone



Purpose: we will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason. In such cases, we will notify you in advance so that you are informed of the legal basis for its processing, provided that the new purpose is compatible with the original purpose.

5. How long we will retain your data?

Data will be retained for the time necessary to fulfill the purpose for which they were collected and to determine any potential liabilities that may arise from that purpose and from the processing of the data. The provisions of the applicable regulations regarding retention periods shall apply insofar as they are relevant to this processing activity.

6. Minors.

Intercala Administradores, S.L. does not authorize minors under the age of 14 to provide their personal data through the means provided on this website (filling in web forms to request services, contact forms or by sending emails). Therefore, persons who provide personal data using these means formally declare that they are over 14 years of age, and **Intercala Administradores, S.L.** is exempt from any liability for non-compliance with this requirement.

If your child under the established age limit has provided personal information to **Intercala Administradores, S.L.**, please contact us to request the exercise of their applicable rights.

In cases where the services offered by **Intercala Administradores, S.L.** are intended for children under the age of 14, appropriate measures will be put in place to obtain authorisation from the child's parents or legal guardians of the minor.

7. Exercise of Data Protection Rights:

How can these rights be exercised? Users may send a communication to the registered office of **Intercala Administradores, S.L.** or to the email address info@intercala.com, in both cases enclosing a photocopy of their National Identity Document (DNI) or other similar identification document, in order to request the exercise of the following rights:

- **Access** to your personal data: you may ask **Intercala Administradores, S.L.** whether it is processing your personal data.
- To request **rectification** if the data is inaccurate, or to exercise the **right to erasure** in relation to them.

- To request **restriction of processing**; in this case, the data will only be retained by **Intercala Administradores, S.L** for the establishment, exercise or defence of legal claims.
- To **object** to processing: **Intercala Administradores, S.L** will cease processing the data in the manner you indicate, unless there are legitimate grounds for doing so or where processing is necessary for the establishment, exercise or defence of potential legal claims.
- To data **portability**: if you wish your data to be processed by another firm, **Intercala Administradores, S.L** will facilitate the transfer of your data to the new controller.

You may use the templates made available by the Spanish Data Protection Agency to exercise your aforementioned rights: Here / [Aqui](#)

Lodging a complaint with the AEPD: if you consider that there is a problem with the way in which **Intercala Administradores, S.L** is processing your data, you may address your complaints to the relevant supervisory authority. In Spain, the competent authority is the Spanish Data Protection Agency / [Agencia Española de Protección de Datos](#).

We will request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of the other rights mentioned above). This is a security measure to ensure that personal data are not disclosed to any person who is not entitled to receive them.

We will resolve all requests within the statutory period of one month. However, it may take us longer than one month if your request is particularly complex. In such cases, we will notify you and keep you informed of the progress.

8. Communication of data: provision of services.

In the course of our work, we may need the assistance of third parties, who will only process the data in order to provide the contracted service and with whom we have the appropriate measures in place to safeguard your rights.

- Service providers who provide information technology and system administration services.
- Professional advisers, including lawyers, auditors and insurers, who provide banking, legal, insurance and accounting consultancy services.

All data processors to whom we transfer your data will respect the security of your personal data and will process them in accordance with the GDPR.

We only permit such processors to process your data for specified purposes and in accordance with our instructions. However, in compliance with the principle of



transparency, you may request from us a list of the companies that provide services to us by sending an email to: info@intercala.com.

9. Data Security

We have implemented appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised manner, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a commercial need to know such data. They will only process your personal data in accordance with our instructions and will be subject to a duty of confidentiality.

We have implemented procedures to deal with any suspected personal data breach and will notify you and the Supervisory Authority in the event that such a breach occurs, as regulated by Articles 33 and 34 of the GDPR.

