

RIGHT PORTABILITY OF REQUEST FORM

To exercise your right of Portability, please complete this form and email it to dataprivacy@maservicescorp.com.

Data Owner Information:

Names: _____ Surnames: _____

Identity No.: _____ Document Type: _____

If you make this request on behalf of the data owner, please complete the following information about yourself:

Names: _____ Surnames: _____

Identity No.: _____ Document Type: _____

Relationship with the Data Owner: Legal Representative Guardian (father, mother, legal guardian and upbringing)

Documents provided:

- Identity Document of the Data Owner (mandatory)
- Identity Document of the Legal Representative or Guardian (if applicable)
- Notarized Power of Attorney Letter (if applicable)

Contact Details:

Please tell us how we can contact you to send the response to your request and consult in case of doubts:

Email: _____

Phone: _____ Cell phone: _____

Other: _____

Remarks: _____

Relationship of the Data Owner:

In order to provide you with a quicker response, please indicate the relationship(s) you have or have had with the organization:

Client/User Collaborator Supplier Donor Other _____

Person(s) in the Organization with whom you have had contact: _____

Legal basis:

Law 81 of 2019 on Personal Data Protection. Art. 15 numeral 5: Right of portability: right to obtain a copy of personal data in a structured manner, in a generic and commonly used format, which allows it to be operated by different systems and/or transmitted to another responsible when: a. The owner has delivered their data directly to the person in charge. b. Be a relevant volume of data, processed in an automated way. c. The owner has given his consent for the processing required for the execution or fulfillment of a contract.

Executive Decree 285 of 2021 regulating Law 81 of 2019 on Personal Data Protection. Art. 30: Exercise of the right of portability. The data subject shall have the right to receive the personal data concerning him or her, in a structured, generic, commonly used and machine-readable format, either to reuse them for himself/herself or to transmit them to another controller without the controller being able to prevent it. The following are conditions for the exercise of this right: 1. That the data has been directly provided by the owner to the person responsible for the treatment. 2. That the treatment is based on consent or a contract. 3. That it is a relevant volume of data and the treatment is carried out by automated means. The data subject shall have the right to have the personal data transmitted directly to him or to have the controller transmit them directly to another controller where technically possible, by secure and interoperable means. Excluded from this right are the data deriving from another condition of legality for the treatment or those that result from the own elaboration of the person responsible for the treatment.

Details about your application:

Reason: _____

Please detail below the context of your Portability request, the data requested and the basis on which your request is based:

Supporting documentation provided: _____

Data Owner

Legal Representative / Guardian

Signature _____

Date _____

For internal use of MULTIPLE ACCOUNTING SERVICES CORP.:

Date and time of reception of the request: _____ Received by: _____

Application number: _____

Date and time of sending a response: _____ Sent by: _____