

## TREATMENT POLICIES OF THE INFORMATION

Controlling Changes to the document		
Version	Modification	Date
0	Initial versión	17-07-2025

Emission control		
Developed	Revised	Approved
Quality coordinator	Director of administration and HR	General Manager

## **1. Introduction and Scope**

This Privacy Policy explains how we collect, use, disclose, and protect your personal information. It applies to all personal data we process in connection with our services, both online and offline. We comply with applicable U.S. federal laws, including the Federal Trade Commission Act, and the Texas Privacy Protection Act, as well as other state and federal privacy regulations

## **2. Information We Collect**

We may collect the following categories of personal information:

- Identifiers: name, address, email, phone number
- Employment information: job title, resume details
- Internet or device activity: IP address, browsing data

We collect this information directly from you, through our website or applications and from authorized third-party sources.

## **3. How we use and share your data**

We use your personal data to provide services, process transactions, communicate with you and comply with legal obligations. We may share your data with trusted service providers for business purposes. We do not sell your personal information. Data may be disclosed when required by law, to protect our rights, or during corporate transactions. If artificial intelligence tools are used for recruitment or analysis, we ensure compliance with ethical and legal standards.

## **4. Your Privacy rights**

You have the right to:

- Access and obtain a copy of your personal data

- Request correction or deletion of your data
- Opt-out of the sale or sharing of personal information

To exercise your rights, please contact us at [claudiarojas@realtimeanalyticsus.com](mailto:claudiarojas@realtimeanalyticsus.com) We will respond in accordance with applicable law.

## **5. Security, retention and contact**

We implement technical, administrative, and physical safeguards to protect your data against unauthorized access and misuse. We retain your personal information only as long as necessary for the purposes described or as required by law. For questions or requests regarding this Privacy Policy, contact our Data Privacy Officer at:

Webpage: <https://realtimeanalyticsus.com>

Email: [claudiarojas@realtimeanalyticsus.com](mailto:claudiarojas@realtimeanalyticsus.com)

Address: Realtime Analytics, Houston, TX

Phone: +1 (713) 962 1014