



PRIVACY POLICY

BASIC INFORMATION ON DATA PROTECTION

Data Controller	QUIERO UNA TATA, S.L.
Purposes	1.For clients: To maintain, develop, fulfill, and monitor the contractual relationship and the services they request. 2. For résumés (CVs): To manage participation in the recruitment processes conducted to make candidates available to our clients. 3. For data collected through the contact form: To handle user inquiries or requests and any related matters that may arise.
Legal Basis	1.Execution of a contract in which the client is a party. 2.Application of pre-contractual measures at the request of the data subject. 3.Execution of the legal relationship arising from filling out the contact form and submitting a query or request.
Recipients	For résumés (CVs): Personal data will be shared with clients who request our services for the recruitment of domestic staff. In other cases: Personal data will not be disclosed to third parties unless there is a legal obligation to do so.
International Data Transfers	No international transfers of your personal data will be made, except when legally required.
Rights	Access your personal data, rectify inaccurate or incomplete data, delete your data when it is no longer necessary for the purposes for which it was collected.
Additional Information	You can review all additional information regarding the processing of your personal data below.

2nd Layer - Additional Information

Who is responsible for processing users' personal data?

- Identity: QUIERO UNA TATA, S.L.
- NIF: B72576242
- Postal Address: Calle Guatemala, nº 12-3ºB – C.P. 28016 Madrid
- Phone: +34 671 08 67 77 / +34 625 40 34 47
- Email: contacto@quierounatata.com



For What Purpose Does QUIERO UNA TATA, S.L. Process Users' Personal Data?

At **QUIERO UNA TATA, S.L.**, we process your personal data with the utmost respect and in full compliance with applicable data protection regulations. We process your data for the following purposes:

- **For clients:** To ensure the proper **maintenance, development, fulfillment, and monitoring** of the contractual relationship and the services they request.
- **For résumés (CVs) received:** To manage participation in **recruitment processes** conducted to make candidates available to our clients.
- **For data collected through the contact form:** To **handle inquiries and requests** submitted by users and any related matters that may arise.

We inform you that we **only** process your personal data for the purposes mentioned above and that **no automated decisions** will be made based on your profile.

How Long Will We Keep Your Personal Data?

- **For clients:** We will process personal data **for the duration of the contractual relationship** and afterward for as long as necessary to **comply with legal obligations**.
- **For résumés (CVs) received:**
 - Personal data, including **CVs**, will be retained for **two years** for potential **future selection processes**.
 - After this period, data will be **deleted**, unless the individual has been **hired by a client**.
 - If hired, data will be kept **for the duration of the contractual relationship** and thereafter **for the necessary time to comply with legal obligations**.
- **For inquiries and requests submitted via the contact form:**
 - We will process personal data **for as long as necessary** to resolve and address the inquiry or request.
 - Once resolved, data will be retained **for the required time to fulfill legal obligations**.
- **For other cases:** We will process your data **for as long as necessary** to manage your request and/or service.



What Is the Legal Basis for Processing Users' Personal Data?

- **For clients:** The legal basis for processing their personal data is the **necessity of such processing for the execution of a contract or legal relationship** in which they are a party.
- **For résumés (CVs) received:**
 - The legal basis for processing personal data, and if applicable, sharing it with clients requesting our services, is the **necessity of such processing for the application of pre-contractual measures at the candidate's request.**
 - This processing is **necessary** to evaluate their **application** in the recruitment processes we conduct.
- **For inquiries and requests submitted via the contact form:**
 - The legal basis for processing personal data is its **necessity for the execution of a contract in which the data subject is a party.**
 - This legal relationship arises when the user fills out the **contact form** and submits an **inquiry or request**, making it essential for managing and responding to their queries.

What Obligations Does QUIERO UNA TATA, S.L. Comply With Regarding the Personal Data It Processes?

QUIERO UNA TATA, S.L. fully complies with all the principles required by both the General Data Protection Regulation (GDPR) and the Spanish Organic Law on Data Protection and Guarantee of Digital Rights (LOPDGDD).

Below, we provide a brief summary of these principles to help you understand their implications. However, if you have any questions, we are happy to assist you at ingrid@quierounatata.es.

In this regard, the GDPR and the LOPDGDD establish a set of principles—which serve as obligations for QUIERO UNA TATA, S.L. and its staff. These principles must be followed at all stages of data processing and in all operations involving personal data for which QUIERO UNA TATA, S.L. is responsible.

These Principles Are Regulated in Articles 5 and 6 of the General Data Protection Regulation (GDPR) and Include:

Principle of Lawfulness, Fairness, and Transparency: this principle requires that QUIERO UNA TATA, S.L. processes personal data lawfully, fairly, and transparently in relation to the data subject.

Principle of Purpose Limitation: QUIERO UNA TATA, S.L. will only process personal data for specific, explicit, and legitimate purposes. Additionally, data cannot be processed for purposes that are incompatible with the original intent. However, as stated in Article 89.1 of the GDPR,



the prohibition on incompatible processing does not apply when data is used for archival purposes in the public interest, scientific or historical research, or statistical purposes.

Principle of Data Minimization: QUIERO UNA TATA, S.L., as the data controller, and all its employees must ensure that only data that is adequate, relevant, and limited to what is necessary for the intended purpose is processed.

Principle of Accuracy: QUIERO UNA TATA, S.L. must process personal data that is accurate and up to date. The GDPR requires that QUIERO UNA TATA, S.L., as the data controller, take all reasonable measures to ensure that inaccurate data is corrected or deleted without delay. Therefore, if any of your personal data has changed since you initially provided it, we kindly ask that you inform us as soon as possible so that we can keep your records accurate and up to date. To comply with this principle, QUIERO UNA TATA, S.L. will periodically implement measures to verify, within reasonable efforts, that the personal data it processes remains accurate and updated.

Principle of Storage Limitation: QUIERO UNA TATA, S.L. will only retain personal data for as long as necessary to fulfill the purposes for which it was collected, ensuring that data subjects can be identified only for the necessary duration. However, under Article 89.1 of the GDPR, personal data may be retained for longer periods if used exclusively for archival purposes in the public interest, scientific or historical research, or statistical purposes. In such cases, QUIERO UNA TATA, S.L. will implement the appropriate technical and organizational measures required by the GDPR to protect the rights and freedoms of the data subject.

Principle of Integrity and Confidentiality: QUIERO UNA TATA, S.L. must adopt all necessary measures—whether technical, organizational, or otherwise—to ensure an adequate level of security for personal data. This includes protection against unauthorized or unlawful processing, as well as safeguards against loss, destruction, or accidental damage to personal data.

Principle of Accountability: this principle is a new requirement introduced by the General Data Protection Regulation (GDPR), representing a shift in approach regarding data protection and security. QUIERO UNA TATA, S.L., along with all its staff, must adopt a proactive and preventive stance—rather than a reactive one—toward potential risks, threats, or improper data processing. Accountability (also known as active responsibility or obligation of transparency) means that QUIERO UNA TATA, S.L. and its employees must anticipate and prevent risks in all phases of data processing. As a result, all staff at QUIERO UNA TATA, S.L. are fully aware of the importance of this principle, ensuring they take preventive actions, proactive measures, and a responsible approach to uphold the fundamental right to personal data protection. This Accountability principle also requires comprehensive documentation, ensuring traceability of all actions taken by QUIERO UNA TATA, S.L. and its personnel to demonstrate compliance with this active responsibility.

Principle of Lawfulness of Processing. The General Data Protection Regulation (GDPR) mandates that all personal data processing must be lawful. To ensure this, Article 6 of the GDPR establishes six legal bases that justify the lawfulness of data processing:

a) Consent: The data subject has given consent for their personal data to be processed for one or more specific purposes.



b) Contract Execution: Processing is necessary for the execution of a contract in which the data subject is a party, or for the implementation of pre-contractual measures at the data subject's request.

c) Legal Obligation: Processing is necessary to comply with a legal obligation applicable to the data controller.

d) Vital Interests: Processing is necessary to protect the vital interests of the data subject or another natural person.

e) Public Interest or Official Authority: Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.

f) Legitimate Interests: Processing is necessary to pursue the legitimate interests of the data controller or a third party, provided that such interests do not override the data subject's fundamental rights and freedoms that require personal data protection, especially in cases where the data subject is a child.

You can consult the full text of the [General Data Protection Regulation \(GDPR\)](#) and the Spanish Organic Law on Data Protection and Guarantee of Digital Rights ([LOPDGDD](#)) for more details.

If you have any questions or concerns related to personal data protection, please feel free to contact us at ingrid@quierounatata.es.

Who Will Receive Users' Personal Data?

QUIERO UNA TATA, S.L. will not share personal data with third parties, except in specific cases. In the case of clients, their data will be communicated to the TATA(s) they wish to interview for the final hiring process. Likewise, for individuals who submit their curriculum vitae and are selected or pre-selected in one of our recruitment processes, their personal data will be shared with the client who requested our services for the selection and, if applicable, the hiring of a person matching their profile and professional experience.

In other cases, QUIERO UNA TATA, S.L. will neither disclose nor transfer personal data internationally, unless legally required to do so. Additionally, QUIERO UNA TATA, S.L. collaborates with several entities that provide services requiring access to personal data. These entities act as data processors for QUIERO UNA TATA, S.L., with whom we have signed the corresponding data processing agreement in accordance with Article 28.3 of the General Data Protection Regulation (GDPR).

What Security Measures Has QUIERO UNA TATA, S.L. Implemented to Protect Your Data?

QUIERO UNA TATA, S.L. takes all necessary measures to ensure the security and confidentiality of all personal data it processes. These measures include physical and logical security controls, as well as technical and organizational safeguards tailored to the nature of the data being processed.



All security measures are designed to guarantee the protection, confidentiality, and integrity of personal data, preventing its alteration, loss, unauthorized processing, or access. These precautions take into account the state of technology, the nature of the stored data, and the potential risks to which the data may be exposed, whether arising from human actions, physical threats, or natural factors.

Additionally, QUIERO UNA TATA, S.L. maintains an updated Security Document in accordance with the recommendations of the Spanish Data Protection Agency (AEPD). This document ensures compliance with the General Data Protection Regulation (GDPR) and the Spanish Organic Law on Data Protection and Guarantee of Digital Rights (LOPDGDD).

Summary of Security Measures Implemented by QUIERO UNA TATA, S.L.

QUIERO UNA TATA, S.L. has adopted various security measures to protect personal data. These include ongoing training for all employees on data protection and security, the use of secure passwords with frequent changes, regular data backups, and encrypted transmission of personal data to ensure its confidentiality. Additionally, access to personal data is restricted based on necessity, and security audits are conducted to identify and mitigate potential risks. The company also ensures that any data processors it contracts provide the necessary security guarantees and comply strictly with data protection regulations.

Physical security measures have been implemented, such as access control systems using keys and locks, the use of a paper shredder for sensitive documents, and official software that ensures the secure processing of personal data. Furthermore, the company continuously adopts new security measures as technology evolves, ensuring they align with the identified risks associated with data processing.

In this regard, users are encouraged to take precautions to prevent falling victim to cyberattacks. It is advised to avoid clicking on unknown links, refrain from sharing banking details or passwords via electronic or telephone communication, and use strong passwords that combine letters, numbers, and special characters, changing them at least once a year. If there is any doubt regarding a request for personal data or any other action allegedly from QUIERO UNA TATA, S.L., users should verify the request by contacting the company at ingrid@quierounatata.es before taking any action.

What Rights Do Users Have as Data Subjects?

As the owner of personal data, whether acting on your own behalf or through a legal or voluntary representative, you have the right to access, rectify, restrict processing, delete, and object to the processing of your data. Additionally, you have the right to data portability, allowing you to receive your personal data in a structured, commonly used, and machine-readable format, or to have it transferred to another data controller when technically feasible.



Explanation of Your Data Protection Rights

- **Right of Access:** You have the right to know which personal data QUIERO UNA TATA, S.L. is processing about you.
- **Right to Rectification:** You have the right to request that QUIERO UNA TATA, S.L. correct any personal data that is inaccurate or outdated. For example, this applies to changes in your email address, phone number, mailing address, or bank account details.
- **Right to Erasure (Right to be Forgotten):** You can request that QUIERO UNA TATA, S.L. delete your personal data. However, if there is a legal or contractual obligation preventing deletion (such as an ongoing contractual relationship or legal requirements), QUIERO UNA TATA, S.L. will inform you whether your request can be fulfilled.
- **Right to Restriction of Processing:** You have the right to request that QUIERO UNA TATA, S.L. temporarily or permanently stop processing your personal data for a specific purpose. If there are valid legal reasons to continue processing, QUIERO UNA TATA, S.L. will clearly and transparently communicate why your request cannot be granted.
- **Right to Data Portability:** You can request a copy of your personal data being processed by QUIERO UNA TATA, S.L., as long as the data was provided by you and is available in a structured, commonly used, and machine-readable format. You may choose to receive these data yourself or have them transferred directly to another data controller.
- **Right to Object:** You have the right to object to the processing of your personal data for specific purposes. However, if QUIERO UNA TATA, S.L. has legitimate reasons or legal obligations requiring the continued processing of your data, this will be communicated to you in a clear and transparent manner.
- **Right Not to Be Subject to Automated Decisions:** You have the right not to be subject to a decision based solely on automated processing, including profiling, that produces legal effects on you or significantly affects you in a similar way.

To exercise your rights, you must contact us via email at ingrid@quierounatata.es, specifying "Data Protection Rights" in the subject line. Alternatively, you may send a request by postal mail to QUIERO UNA TATA, S.L., Calle Guatemala, nº 12-3ºB – C.P. 28016 Madrid, clearly stating which right you wish to exercise. In some cases, we may request a copy of your ID to verify your identity.

Once we receive your request, we will respond within a maximum period of 30 days. However, we will make every effort to reduce this response time as much as possible.

If you are not satisfied with our response, you have the right to file a complaint with the Spanish Data Protection Agency (Agencia Española de Protección de Datos - AEPD) to seek protection of your rights. However, before submitting a formal complaint, we kindly ask that you first contact us so we can address and resolve your concerns as quickly as possible. You can do so by emailing us at ingrid@quierounatata.es.



How Have We Collected Your Personal Data?

The personal data processed by QUIERO UNA TATA, S.L. has been obtained through the contact form, the designated email address used to communicate with us, or directly from the data subject. All personal data collected is necessary to manage the specified purposes. Therefore, providing this data is mandatory, and failure to do so will prevent us from processing your request.

The categories of data we process include:

- Identification data
- Personal characteristics data
- Social circumstances data
- Employment details
- Academic and professional data

We inform you that we do not process any data classified by the General Data Protection Regulation (GDPR) as "special categories of data", such as health data, religious beliefs, political ideology, or trade union membership.

Which Authority Can You Contact to File a Data Protection Complaint?

You may submit a data protection complaint to the Spanish Data Protection Agency (Agencia Española de Protección de Datos - AEPD). All relevant information is available on their official website: www.aepd.es.

However, before filing a formal complaint, we kindly ask that you first contact us so we can address and resolve your concerns as quickly as possible. You can reach us at ingrid@quierounatata.es, and we will be happy to assist you.