



## ANNEX A

### TERMS AND CONDITIONS

#### **Becas Santander | Excel for All 2023 – 3<sup>rd</sup> Call**

Banco Santander, S.A. has developed the **Santander Scholarship program | Excel for All 2023 – 3<sup>rd</sup> Call**, which will facilitate and promote residents of Argentina, Brazil, Chile, Germany, Mexico, Poland, Portugal, Spain, the United Kingdom, the United States and Uruguay to improve their hiring possibilities by developing their Excel proficiency.

#### **I. Objectives**

The **Santander Scholarship Program | Excel for All 2023 – 3<sup>rd</sup> Call** (the "**Program**") will aim to promote employability by enhancing the Excel skills of residents of Argentina, Brazil, Chile, Mexico, Germany, Poland, Portugal, Spain, the United Kingdom, the USA and Uruguay.

#### **II. Recipients**

The Program is open to residents of Argentina, Brazil, Chile, Germany, Mexico, Poland, Portugal, Spain, the United Kingdom and Uruguay who meet the admission requirements detailed below. In addition, candidates may also be employees of Banco Santander, S.A. or its subsidiaries (hereinafter referred to as the "**Santander Group**"), provided that they meet the admission requirements detailed below.

Candidates who obtain a free place in the training course of the Program may be beneficiaries of other scholarships of a different nature to those that the student can access, whether they are public or private scholarships.

#### **III. Program Features**

This Program will have FIVE THOUSAND (5,000) places for those candidates who meet the conditions, requirements and competencies to participate.

The Program offers scholarship candidates the possibility to choose between two online courses (hereinafter, the "**Courses**"), which will be offered in English, Portuguese or Spanish.

The characteristics of the Courses are the following:

- The Courses will be taught entirely online and will be available through the following platform: [www.udemy.com](http://www.udemy.com).
- The Program will offer the possibility of choosing one of the two Courses that appear below:
  1. Full Excel Course
  2. Advanced Excel, Visual Basic in Excel
- The Courses will be available in one of these three languages: English, Portuguese or Spanish.

- Successful candidates will receive the course access link **from December 19, 2023** and will complete the course at their own pace.

### **Course Content and Objectives**

1. Full Excel Course
  - Master Microsoft Excel from beginner to advanced level
    - Fully understand the basics of Microsoft Excel
    - Learn the most commonly used Excel functions in a work environment
  - Take advantage of the full power of Microsoft Excel by automating your daily tasks with macros and VBA
  - Keep large Excel datasets in a list or table
  - Create dynamic reports by mastering one of the most popular tools: PivotTables
  - Surprise your boss by unlocking dynamic formulas with IF, VLOOKUP, INDEX, MATCH and more
  - Benefit from the knowledge of a professional trainer with more than 10 years of experience in Excel
2. Advanced Excel, Visual Basic in Excel
  - Enhance your current Excel files and automate your work with VBA
  - Domine VBA to Excel
  - Directly apply the VBA sample files included in Excel to your own work
  - Reduce routine manual tasks at the click of a button
  - Simplify your work life
  - Create simple solutions to complex problems by leveraging Excel functionality
  - Excel's core formulas and functions can't accomplish everything. Use VBA to overcome this limitation
  - Easily adapt the VBA code available online to your needs

### **IV. Admission requirements and assignment procedure**

The requirements to apply for the Program are:

- Be over 18 years old at the time of application.
- Reside in Argentina, Brazil, Chile, Germany, Mexico, Poland, Portugal, Spain, United Kingdom, USA or Uruguay.
- Be a registered user in Santander Scholarships ([www.becas-santander.com](http://www.becas-santander.com), which may be replaced by <http://www.santanderopenacademy.com> or any other domain in the future, hereinafter the "**Platform**") and apply for the Call for this Program.
- Have a sufficient level of fluency in one of the three languages of the Courses.



The 5,000 places in the Program will be assigned to candidates by drawing lots before a Spanish notary public on **November 13, 2023 (or the following business day)**. This draw will also generate a waiting list of 3000 additional places in case the corresponding assigned candidates do not accept any of the 5,000 places assigned.

## **V. Management**

Registration through the website created for this purpose in the Platform is an essential requirement for anyone wishing to obtain a place, and the allocation of the same will be notified through the management system provided.

## **VI. Allocation of places among candidates**

Candidates can apply to the Program from **September 5, 2023** until **November 7, 2023**.

These Terms and Conditions will be notarized before a Spanish notary public.

Places will be assigned to candidates by drawing lots before a Spanish notary public on **November 13, 2023 (or the following business day)**. This draw will also generate a waiting list of 3000 additional places in case the corresponding allocated candidates do not accept any of the 5 000 places allocated.

The allocation of places will be notified to beneficiaries on **November 16, 2023**. Candidates who are notified that they have been assigned a place will have 7 calendar days to indicate their acceptance through the Platform.

In the event that, once the deadline has expired, some candidates have not accepted the places assigned to them, Banco Santander, S.A. will assign these places under identical conditions to other candidates on the waiting list who meet the necessary or additional requirements that correspond, so that the places are not deserted.

In order to ensure that the Programme benefits as many candidates as possible, if Banco Santander, S.A. considers at any time that the number of places planned will not be filled, it may decide to apply other criteria for obtaining a place in the Programme, and may even extend the application period for candidates.

In the event that the demand for candidate positions exceeds the number available, Banco Santander, S.A. may study any other selection criteria it deems appropriate.

## **VII. Data protection**

The Data Controller is Banco Santander, S.A. hereinafter "Banco Santander" with C.I.F. A-39000013 and registered office in Santander, Paseo de Pereda, 9-12, acting as grantor and promoter so that the Programme can be carried out.

### **Data that we process and the origin of the same.**

Banco Santander obtains the data of the users (hereinafter, the "User" or "Users") who register for this Programme from the Becas Santander platform, whose data controller is Universia Holding, SL, in relation to participation in this Programme. These data are: name, last name, country of residence,



e-mail, date of birth and data relating to browsing and use of the Portal (the latter only insofar as applicable since the process is managed by Banco Santander through the Becas Santander platform).

Banco Santander will also include in the call for applications for this Programme the questions and requests for information necessary to accredit, evaluate and manage the User's application. In this regard, it may process: identification data, data relating to personal characteristics, academic and professional data, data relating to employment, and data relating to personality (the latter in relation to the evaluation that Banco Santander may make of Users for the Programme).

#### **Purposes for which the personal data will be processed.**

The Users' data collected for the purposes of this Programme will be processed in order to manage this call for applications, evaluate the candidates and, where appropriate, grant or reject the Programme. The legitimising basis that allows the referred processing is the execution of these Particular Conditions or Legal Bases.

Likewise, the University may additionally process the data of candidates and beneficiaries in order to comply with the legal obligations required by current legislation, the legitimate basis for this processing being, therefore, compliance with a legal obligation.

#### **Recipients of personal data.**

User's personal data will only be communicated to authorities and public organisations for the development of their functions when they are competent to request them. In some cases, the applicable regulations require information to be shared with authorities or public organisations in order for them to carry out their functions. For example, tax authorities or courts of law, which would use Users' data for their own purposes.

#### **Criteria for the conservation of personal data.**

The data collected as a result of this call for applications may be kept by Banco Santander in the following manner:

- With respect to the applicant Users who are not admitted to the Programme, the data will be kept for the duration of the management of the call for applications and subsequently for the period to carry out the necessary formalities until the closure of the call for applications.
- With respect to Users who are admitted to the Programme, the data will be kept for the entire period linked to the management of the call for applications, will be incorporated, if applicable, into the student's file at Banco Santander and will be kept for the purposes of accreditation and certification of the award and any other related academic merit.

Users have the right to access their data, as well as to request the rectification of incorrect data, the limitation of its processing, the portability of their data or, where appropriate, to request its removal when, among other reasons, the data is no longer necessary for the purposes for which it was collected, as well as not to be subject to automated individual decisions. Users also have the right to remove their consent for the purposes for which they have given it at any time.



Users may contact Ciudad Grupo Santander by post. Avda de Cantabria s/n, Santander Universidades, 28660 Boadilla del Monte (Madrid) to exercise their rights or, where appropriate, by mail to [dpo@universia.net](mailto:dpo@universia.net).

#### **VIII. Modification of Program Terms and Conditions**

The fact of participating in this Program implies the acceptance by the candidates of its Terms and Conditions, which will be unappealable, as well as the waiver of any type of claim on any aspect stipulated therein, such as the criteria of assignment, selection and admission.

**Banco Santander, S.A. reserves the right to modify or rectify any of the Terms and Conditions of the Program**, partially or totally at any time, and even to suspend, postpone or cancel the Program according to a sufficient, justified and objective cause, in order to preserve the social impact that **Banco Santander, S.A.** pursues with this Programme. In any case, **Banco Santander, S.A.** Candidates will inform candidates of any modifications, corrections or changes made through the [www.santander-grants.com](http://www.santander-grants.com) website.

These Terms and Conditions shall prevail over any other form of communication that candidates may receive from the Platform.