

APPENDIX A

TERMS AND CONDITIONS

Santander Course | Learn Excel, Canva, PowerBI or Photoshop

Banco Santander, S.A. has developed the programme **Santander Course | Learn Excel, Canva, PowerBI or Photoshop**, available to residents of Argentina, Brazil, Chile, Colombia, Germany, Mexico, Peru, Poland, Portugal, Spain, the United Kingdom, the United States and Uruguay, in order to facilitate and promote the improvement of office or design skills through tools such as Excel, Canva, PowerBI or Photoshop.

I. Objectives

The **Santander Course | Learn Excel, Canva, PowerBI or Photoshop** programme (the "**Programme**") aims to promote employability by developing proficiency in office tools (Excel or PowerBI) or design tools (Canva or Photoshop), for residents of Argentina, Brazil, Chile, Colombia, Germany, Mexico, Peru, Poland, Portugal, Spain, the United Kingdom, the United States and Uruguay.

II. Recipients

The Programme is available to residents of Argentina, Brazil, Chile, Colombia, Germany, Mexico, Peru, Poland, Portugal, Spain, the United Kingdom, the United States and Uruguay, who meet the eligibility criteria detailed below. Candidates may also be employees of Banco Santander, S.A. or its subsidiaries ("**Santander Group**"), provided that they meet the eligibility criteria detailed below.

Candidates who are awarded a free place in the Programme's training course may be beneficiaries of other programmes of a different nature for which the student may be eligible, whether public or private programmes.

III. Programme features

This Programme will have FIVE THOUSAND (5,000) places available for those candidates who meet the conditions, requirements and skills needed to participate.

The Programme offers the possibility for selected candidates to choose one (1) of the four (4) online courses ("**Courses**") to be offered in English, Portuguese or Spanish.

The characteristics of the Courses are as follows:

- The Courses will be conducted entirely online and will be made available on the following platform: www.udemy.com.
- The Programme will offer the possibility to choose one of the four (4) Courses listed below:
 1. Excel course
 2. Canva course
 3. PowerBI course
 4. Photoshop course
- Each of the Courses will be available in three languages: English, Portuguese or Spanish. The candidate, at the time of selecting the course, must also select the course language.
- Chosen candidates will receive the access link to the course starting on **11 June 2024**. They must start the course anytime between that date and **15 September 2024**. Once they have started, they will have access to the course for an unlimited time to complete it at their own pace.

Course content and objectives

1. Excel course

Become an Excel expert with this complete beginner's to advanced Excel course.

- Learn the Excel functions most sought-after by companies
- Automate 95% of your daily tasks with the VBA method
- Learn how to build unique projects to generate visually appealing reports
- Handle large amounts of data without any worries
- Create comprehensive and dynamic reports using pivot tables

2. Canva course

Create amazing designs for your brand, advertising and social media without any previous design knowledge, thanks to this comprehensive Canva course.

- Fully master the Canva platform, from personal to professional use
- Design out of passion, such as a profile image for your favourite social media site
- Create advertising designs for your business such as posters, flyers, banners and more
- Create corporate image designs such as logos, brochures, menus, etc.
- Learn how to create balanced, professional and unique designs

3. PowerBI course

With this comprehensive bootcamp, you will master PowerBI Desktop, Power BI Service (Cloud) and Mobile in just 15 days, in a hands-on, project-based way.

- Learn to use PowerBI from scratch
- Use DAX correctly
- Clean data with Power Query
- Build reports and connect to multiple data sources
- Discover data patterns such as customer buying behaviour, sales trends, production bottlenecks and more

Requirement for this course: PC with Windows. Power BI cannot be installed natively on Mac or Linux.

4. Adobe Photoshop course

With this comprehensive beginner's to expert course, you will learn the essential tools in Adobe Photoshop CC to start designing beautiful graphics and photos.

- Learn essential image editing tools
- Learn how to use blending modes and layer styles, and develop your creativity
- Gain the confidence to navigate Photoshop and create unique projects
- Create well-structured and visually appealing marketing content
- Edit photos (both RAW and compressed images) and design graphics just the way you imagine them, with a wide variety of tools and non-destructive methods

IV. Admission requirements and selection procedure

To be eligible for the Programme, applicants must:

- Be older than 18 at the time of application.
- Reside in Argentina, Brazil, Chile, Colombia, Germany, Mexico, Peru, Poland, Portugal, Spain, the United Kingdom, the United States or Uruguay.
- Be a registered user of Santander Open Academy. (www.santanderopenacademy.com, the “**Platform**”) and submit an application to participate within the Programme application window.
- Have a sufficient level of fluency in one of the three languages of the Courses.

The 5,000 places in the Programme will be allocated to candidates by means of a draw before a Spanish notary public on **06 May 2024 (or the next working day)**. This draw will also generate a waiting list of 3,000 additional places in the event that any of the candidates selected do not accept the 5,000 places allocated.

V. Management

Registration through the website created for this purpose on the Platform is a prerequisite for anyone wishing to secure a place, and the allocation of places will be communicated through the management system provided.

VI. Allocation of places among candidates

Candidates may submit applications to the programme from **30 January 2024** up to **30 April 2024**.

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

The places will be allocated to candidates by means of a draw before a Spanish notary public on **06 May 2024 (or the next working day)**. This draw will also generate a waiting list of 3,000 additional places in the event that any of the candidates selected do not accept the 5,000 places allocated.

Beneficiaries will be notified of the allocation of places on **09 May 2024**. Candidates who are notified that they have been allocated a place will have 7 calendar days to accept through the Platform.

In the event that, after the deadline has passed, some candidates have not accepted the places allocated to them, Banco Santander, S.A. will allocate these places under identical conditions to other candidates on the waiting list who meet the necessary or additional requirements, in order to ensure that the places are not left vacant.

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

In the event that candidates' demand for places exceeds the number of places available, Banco Santander, S.A. may explore any other selection criteria it deems appropriate.

VII. Data protection

The Data Controller is Banco Santander, S.A. ("Banco Santander"), with C.I.F. A-39000013 and registered office in Santander, Paseo de Pereda, 9-12, acting as grantor and promoter in order for the Programme to take place.

Data we process and origin of the data

Banco Santander will obtain data from users (the "User" or "Users") registering for this Programme on the Santander Open Academy platform, and the data controller will be Universia Holding, S.L., for matters regarding participation in this Programme. This data includes: name, surname, country of residence, email address, date of birth and data related to browsing and use of the Portal (the latter only insofar as applicable since the process is managed by Banco Santander via the Santander Open Academy platform).

In addition, in the call for applications for this Programme, Banco Santander will include questions and information requests necessary to validate, assess and manage the User's application. With this in mind, the following data may be processed: data regarding personal characteristics, academic and professional data, employment-related data, personality-related data (for the assessment of candidates which may be performed by Banco Santander).

Purposes for processing personal data

Users' data received as part of this Programme will be processed in order to manage this call for applications, to assess candidates and, if applicable, to grant or reject admission to this Programme. The legal basis for such processing is the execution of these Specific Conditions or Legal Terms and Conditions.

In addition, Banco Santander may also process candidates' and beneficiaries' data in order to fulfil the legal obligations imposed on it by prevailing legislation. The legal basis for such processing is therefore the fulfilment of a legal obligation.

Recipients of personal data

Users' personal data will only be communicated to public bodies and authorities for the performance of their roles when they have authority to request it. Applicable legislation may sometimes require that information be shared with public bodies or authorities so that they may perform their duties (for example, tax authorities or courts of justice, which would use Users' data for their own purposes).

Personal data retention criteria

The data collected as part of this call for applications may be retained by Banco Santander as follows:

- With regard to Users that apply but are not accepted on the Programme, data will be retained during the administration of the call for applications and then for the time it takes to perform the necessary formalities until the call is closed.
- With regard to Users that apply and are accepted on the Programme, data will be retained throughout the period required to administer the call for applications, and may be added to students' records at Banco Santander and will be retained for the purposes of accrediting and certifying the granting of the place and any other related academic merit.

Users are entitled to access their data, to request that inaccurate data be rectified, that processing be restricted, that their right to data portability be exercised or, where applicable, that the data be erased when, among other reasons, it is no longer necessary for the purposes for which it was collected, and also in order not to be the subject of automated individual decision-making. In addition, users have the right to withdraw their consent at any time for any purposes they previously consented to.



Users may get in touch by post at Santander Group City, Avda. de Cantabria s/n, Santander Universidades, 28660 Boadilla del Monte, Madrid, to exercise their rights or, where appropriate, by email to dpo@universia.net.

VIII. Modification of the Terms and Conditions of the Programme

By participating in this Programme, candidates accept the Terms and Conditions of the Programme, which are not subject to appeal; and they waive any claim regarding any aspect stipulated in the Terms and Conditions, such as the allocation, selection and admission criteria.

Banco Santander, S.A. reserves the right to modify or rectify any of the Terms and Conditions of the Programme, partially or in full, at any time, and even to suspend, postpone or cancel the Programme for sufficient, justified and objective cause, in order to preserve the social impact that **Banco Santander, S.A.** seeks to achieve through this Programme. In any event, **Banco Santander, S.A.** will inform candidates via the Platform of any modifications, corrections or changes made.

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