

Personal Data Protection Policy

PERSONAL DATA PROCESSING

TRANSPORTES EJECUTIVOS Y DE TURISMO AUTO OCASIONAL SAS, in accordance with the provisions of the Statutory Law on the Protection of Personal Data and Decree 1377 of 2013, informs that prior to June 27, 2013, it has collected and processed personal data coming from different owners such as suppliers, clients, marketers, importers, exporters and other companies in the national and international transportation sector, which has been obtained by union and commercial activities carried out in the development of its corporate purpose.

According to our personal data processing policy, the mechanisms through which we use them are secure and confidential, since we have the appropriate technological means to ensure that they are stored in such a way that unwanted access by third parties is prevented. , and in that same order we ensure the confidentiality of the

themselves.

For this reason, and with the interest of ensuring the respect and protection of personal data, TRANSPORTES EJECUTIVOS Y DE TURISMO AUTO OCASIONAL SAS requests its owners to grant their authorization to continue processing them.

In accordance with the provisions of article 10, paragraph 4 of Decree 1377 of 2013, if thirty (30) business days have elapsed since the communication, the owners have not contacted – EXECUTIVE TRANSPORTATION AND TOURISM AUTO OCCASIONAL SAS – in order to request the deletion of your data, this entity may continue to process it.

Without prejudice to the foregoing, at any time you can know, update, and rectify your data, request information about its use, present complaints, revoke authorization, and in general exercise the rights over your personal information, in this sense any decision that you take based on the above, you may contact the following telephone numbers: 3150415, the email [info@transportesejecutivos.com](mailto:info@transportesejecutivos.com) and exercise your rights.

## PERSONAL DATA PROCESSING POLICY

This Personal Data Processing Policy regulates the collection, storage, use, circulation and deletion of personal data collected by TRANSPORTES EJECUTIVOS Y DE TURISMO AUTO OCASIONAL SAS - in accordance with the provisions contained in Statutory Law 1581 of 2012, and the Decree 1377 of 2013, through which general provisions are issued for the protection of personal data.

### 1. Information of the person responsible for the processing of personal information.

The company responsible for the processing of personal data TRANSPORTES EJECUTIVOS Y DE TURISMO AUTO OCASIONAL SAS-, domiciled in the city of Cali, Valle del Cauca, Republic of Colombia, with address at Carrera 56 1B-81 Of 101. Email: info@transportesejecutivos.com.  
Telephone: + (573) 3150415.

### 2. Treatment to which personal data will be subjected and its purpose

Personal data is collected, stored, organized, used, circulated, transmitted, transferred, updated, rectified, deleted, eliminated and managed according to the purpose or purposes of each type of Treatment, as indicated in section 3 of this Policy.

#### 2.1 Processing of sensitive data: EXECUTIVE TRANSPORTATION AND OCCASIONAL AUTO TOURISM

SAS will strictly observe the legal limitations on the processing of sensitive data, which is why it will ensure that:

- a) The Owner has given explicit authorization to said treatment, except in cases where the granting of said authorization is not required by law.
- b) The Treatment is necessary to safeguard the vital interest of the Owner and the Owner is physically or legally incapacitated. In these events, legal representatives must grant their authorization.
- c) The Treatment is carried out in the course of legitimate activities and with due guarantees by a foundation, NGO, association or any other non-profit organization, whose purpose is political, philosophical, religious or union, provided that refer exclusively to its members or to people who maintain regular contacts due to their purpose. In these events, the data cannot be provided to third parties without the authorization of the Owner.
- d) The Treatment refers to data that is necessary for the recognition, exercise or defense of a right in a judicial process.
- e) The Treatment has a historical, statistical or scientific purpose. In this event, measures must be adopted leading to the deletion of the identity of the Holders.

### 3. Purposes of Treatment:

The purposes of the Processing of Personal Data carried out by TRANSPORTES EJECUTIVOS Y DE TURISMO AUTO OCCASIONAL SAS, are the following:

- Provision of services offered by the company.
- Execution of contracts signed with EXECUTIVE TRANSPORTATION AND AUTO TOURISM OCCASIONAL SAS
- Service to users.

Sending information related to legal and regulatory developments of interest to clients. • Sending information related to the contractual relationship. • Registration of statistical information, legal defense, and management of actions, information and activities in which the company's clients are related or linked. • Registration of supplier and contractor information. • Comply with the obligations arising from the employment relationship before the authorities, such as carrying out the corresponding procedures before the Social Security System, carrying out procedures before the National Tax and Customs Directorate -DIAN-, or any other activity derived from the applicable legislation. • If applicable, for the contracting of life insurance and medical expenses or for the granting of any other benefit that derives from the employment relationship with the Association. • Communication in general, registration, training, authorizations and for the management of activities or actions in which employees and their families relate to TRANSPORTES EJECUTIVOS Y DE TURISMO AUTO OCASIONAL SAS. • Advance selection processes for personnel and officials. • Communication, registration, filing, organization, processing and management of the actions, strategies, and activities in which the members of the Guild are linked. • Access, consult, compare and evaluate all the information that is stored about the Owners in the databases of any legitimately constituted credit, financial, judicial history or security risk center, whether state or private, national or foreign. . • In the event that TRANSPORTES EJECUTIVOS Y DE TURISMO AUTO OCASIONAL SAS is not capable of carrying out the processing by its own means, it may transfer the collected data to be processed by a third party, after notifying the Owners of the collected data. who will be in charge of the treatment and must guarantee suitable conditions of confidentiality and security of the information transferred for treatment. 4. Rights that assist you as the Owner of the data In accordance with the provisions of article 8 of Law 1581 of 2012 and Decree 1377 of 2013, the Owner of the personal data has the following rights: a) Know, update and rectify your personal data. This right may be exercised against partial, inaccurate, incomplete, fragmented, misleading data, or data whose processing is expressly prohibited or has not been authorized. b) Request proof of the authorization granted to TRANSPORTES EJECUTIVOS Y DE TURISMO AUTO OCASIONAL SAS, in its capacity as Responsible for the Treatment, except when it is expressly excepted as a requirement for the Treatment, in accordance with the provisions of article 10 of Law 1581 of 2012, or when the continuity of the treatment has been presented as provided for in paragraph 4 of article 10 of Decree 1377 of 2013. c) Be informed by TRANSPORTES EJECUTIVOS Y DE TURISMO AUTO OCASIONAL SAS, upon request, regarding the use that you have given your personal data;

d) Submit complaints to the Superintendency of Industry and Commerce for violations of the provisions of Law 1581 of 2012, once the consultation or complaint process has been exhausted before the Superintendency of Industry and Commerce Association.

e) Revoke the authorization and/or request the deletion of the data when the Processing does not respect constitutional and legal principles, rights and guarantees. The revocation and/or deletion will proceed when the Superintendence of Industry and Commerce has determined that in the Treatment the Controller or Processor has engaged in conduct contrary to the law and the Constitution.

f) Access free of charge to your personal data that has been processed.

#### 5. Area responsible for handling requests, queries and complaints

The Administrative Area of EXECUTIVE TRANSPORTS AND TOURISM AUTO OCCASIONAL SAS will be responsible for responding to requests, queries, claims, complaints or for the exercise of the rights of the Owner of the personal information.

#### 6. Procedure to exercise the rights of the Data Owner

6.1 Procedure for access and consultation. The Owner of the data, or his successors, may consult the information that resides in the databases in possession of TRANSPORTES EJECUTIVOS Y DE TURISMO AUTO OCASIONAL SAS, for which they must formulate the corresponding request, in writing, and file it with the Area. Administrative of the Association. The query will be answered within a maximum period of ten (10) business days from the date of receipt. When it is not possible to attend to the query within said term, the interested party will be informed, expressing the reasons for the delay and indicating the date on which their query will be attended to, which in no case may exceed five (5) business days following the expiration of the first term.

6.2 Procedure to request update, correction, deletion, revocation of authorization or to file complaints. The Owner or his successors, who consider that the information contained in the databases of EXECUTIVE TRANSPORTATION AND AUTO TOURISM OCASIONAL SAS must be corrected, updated or deleted, or when they notice the alleged breach of any of the duties contained in the Law, they may file a claim with the Association, which will be processed under the following rules, in accordance with article 15 of law 1581 of 2012:

a) The claim will be made through the Administrative area of EXECUTIVE TRANSPORTATION AND DE TURISMO AUTO OCASIONAL SAS, which must contain the following information:

- The documents that prove the identity of the Owner, or the representation of his representative.

- Contact information (physical and/or electronic address and contact telephone numbers).
- The clear and precise description of the personal data regarding which the Owner seeks to exercise any of the rights.
- The description of the facts that give rise to the claim.
- The documents that you want to assert.
- Signature, identification number and fingerprint.

b) If the claim is incomplete, the interested party will be required within five (5) days following receipt of the claim to correct the deficiencies. After two (2) months from the date of the request, without the applicant presenting the requested information, it will be understood that the claim has been abandoned. c) Once the complete claim is received, a legend that says "claim in process" and the reason for it will be included in the database, within a period of no more than two (2) business days. Said legend must be maintained until the claim is decided. d) The maximum term to address the claim will be fifteen (15) business days counted from the day following the date of receipt. When it is not possible to address the claim within said term, the interested party will be informed of the reasons for the delay and the date on which their claim will be addressed, which in no case may exceed eight (8) business days following the expiration of the first term.

### 6.3 Deletion of Data

The Owner has the right, at all times, to request the deletion of his/her personal data when:

- a) He/she considers that they are not being treated in accordance with the principles, duties and obligations provided for in Law 1581 of 2012.
- b) They have ceased to be necessary or relevant for the purpose for which they were collected.
- c) The period necessary to fulfill the purposes for which they were collected has been exceeded.
- d) This deletion implies the total or partial elimination of personal information in accordance with what is requested by the Owner in the records, files, databases or treatments carried out by TRANSPORTES EJECUTIVOS Y DE TURISMO AUTO OCASIONAL SAS.
- e) It is important to keep in mind that the right of cancellation is not absolute and the person responsible may deny its exercise when:
  - The Owner has a legal or contractual duty to remain in the database.
  - The deletion of data hinders judicial or administrative actions linked to tax obligations, the investigation and prosecution of crimes or the updating of administrative sanctions.
  - The data is necessary to protect the legally protected interests of the Owner, to carry out an action based on the public interest, or to comply with an obligation legally acquired by the Owner.

### 6.4 Revocation of Authorization.

The Owner of the personal data may revoke consent to the Processing of his or her personal data at any time, as long as it is not prevented by a legal provision.

### 7. Information Security.

In development of the security principle, TRANSPORTES EJECUTIVOS Y DE TURISMO AUTO OCASIONAL SAS has adopted reasonable technical, administrative and human measures to protect the information of the Owners and prevent adulteration, loss, consultation, unauthorized or fraudulent use or access. Access to personal data is restricted to its Owners and will not allow access to this information by third parties under conditions different from those announced, except for an express request from the Owner of the data or legitimate persons in accordance with national regulations. . Notwithstanding the foregoing, TRANSPORTES EJECUTIVOS Y DE TURISMO AUTO OCASIONAL SAS will not be responsible for any action tending to infringe

the security measures established for the protection of Personal Data. 8. Validity of the Policy. The Policy applies as of September 9, 2013. As a general rule, the term of authorizations on the use of personal data is understood to be the term of the commercial relationship or of the link to the service and during the exercise of the corporate purpose of the company.