

## **POLICY FOR THE PROCESSING OF PERSONAL DATA TRANSFLORA CARGO S.A.**

Transflora Cargo SA through this policy formalizes the personal data processing applicable to the commercial and laboring activities that carries out, giving compliance to the current regulations.

For the purposes of this policy, the holders of personal data shall be workers, customers, partners and suppliers in general.

For the treatment of the personal data, it's required the consent of the holder and this one has to be informed, that consent must be obtained by any written, physical or electronic medium that can be consulted if is required; without prejudice to the exceptions provided in the law.

Transflora Cargo SA in the moment to request the authorization from the holder shall inform clearly and expresses the purpose to collect the personal information and the treatment to have of it, the owner's rights and the means to enforce them.

It is important to clarify that the authorization of the holder to use the personal data it is not required in the case of:

- Information required by a public or administrative institution exercised its statutory functions or by a court order.
- Personal information of the public nature
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The information of personal data may be provided to the owner, his successors, legal representatives and / or an agent, or third parties authorized by this Act as well as public or administrative entities plying their functions by court order.

### **Activities and Purpose of Data Processing**

- The correct presentation of the services provided by Transflora Cargo SA
- To be contacted for renovations
- Evaluate the quality of services.
- Perform activities of collection in relation to the holder obligations

The holder should actualize his information to ensure the veracity of it. Transflora Cargo SA will not be responsible, in any circumstances, of the problems that can derivate from the inaccuracies of the information provided by the owner.

### **The holder of personal data is entitled to:**

- To know, update and correct his/her personal data.
- To Request a proof of the authorization that granted to process the personal data, with the exception of the otherwise provided by law.
- Be aware of the use that Transflora is given to the holder's personal data.
- Consult and filing complaints to the agency responsible for the protection of personal data.

### **Responsible for the processing of personal data**

In this sense, this document is reporting that the controller of your personal data will be Transflora Cargo SA identify with Nit Number : 800107020-0 with the following principal address Avenida el Dorado # 97-51 located in Bogotá City. Web site [www.transflora.com](http://www.transflora.com), phone number: 571-4183213 and email address: [desarrollo@transflora.com](mailto:desarrollo@transflora.com).

If within thirty (30) working days, from the effective date of this policy of the personal data processing, the Contractor has not contacted Transflora Cargo SA or the manager to request the deletion of their personal data, the company can continue with the processing of data in databases, for the purpose indicated in this policy, without prejudice the power conferred to the holder of exercise their rights in any time, request the removal of the data. The enquiries made by the holder of the personal data or his beneficiaries, will be assisted by Transflora Cargo SA in a maximum term of ten (10) working days from the moment of the reception of the relevant application, which may be extended for a maximum term five (5) business days, having Transflora Cargo SA previously informed to the interested.

This policy shall become effective on July 25 of 2013 and will be valid until Transflora Cargo SA cancels its objects in Colombia, or until the end of this term.

This policy may be amended at any moment and unilaterally by Transflora Cargo S. The company must give to know to the holders of personal data those modifications.

For more information you can go to the following link:

[http://www.redipd.org/noticias\\_todas/2013/novedades/common/DECRETO1377\\_27062013.pdf](http://www.redipd.org/noticias_todas/2013/novedades/common/DECRETO1377_27062013.pdf)”