

Policies for personal data processing

Rengifo Abogados S.A.S.

Rengifo Abogados S.A.S., a society established under Colombian law and domiciled in Bogotá, Colombia, following Statutory Law 1582 of 2012, which established a General Regime of Data Protection, and Decree 1377 of 2013, informs that the following are its Policies for Personal Data Processing:

1. Data processing and purpose:

Data collected or obtained by Rengifo Abogados S.A.S., hereinafter Rengifo Abogados, through its web page in the Internet will be used only to fulfill each and every one of the obligations of Rengifo Abogados and, in general, for the activities relevant to its social purpose.

2. Rights of the data owner

The natural persons who provide personal data must ensure the veracity of the same and, besides their legally recognized rights, are entitled to:

- a) Know their personal data fully and free of charge, upon request to Rengifo Abogados.
- b) Update and rectify their personal data, upon request to Rengifo Abogados.
- c) Know fully and free of charge the processing given by Rengifo Abogados to their personal data.
- d) Request Rengifo Abogados to provide proof of the authorization given to the Firm to process their personal data, unless a legal provision makes that authorization unnecessary.
- e) Revoke the authorization to process their personal data and/or request the elimination of data when their rights and the constitutional and legal principles have not been observed in such data processing. This will apply when the Industry and Commerce Superintendence has determined that Rengifo Abogados has engaged in behaviors contrary to the Constitution or the law.

f) Not being obliged to answer questions related to sensible data such as their racial or ethnic origin, political orientation, religious or philosophical beliefs, membership of unions, social or human rights organizations, data related to health, sexual life and biometric data, or data of boys, girls, and adolescents.

3. Mechanisms to receive, process and respond all petitions and requests related to personal data under processing of Rengifo Abogados.

In order to exercise their legal rights and those set forth in the previous paragraph, the owners of personal data may submit requests free of charge to Rengifo Abogados as the entity responsible for their personal data processing. The requests may be addressed to:

- a) Calle 70 No. 4 -36, Bogotá, Colombia.
- b) Electronic address: info@rengifoabogados.com
- c) Telephone numbers: (57) 2118014 – (57) 6540888
Extension 204 in Bogotá, Colombia.
- d) In the Internet: www.rengifoabogados.com

Once the request is received, Rengifo Abogados will have ten (10) working days to respond to it; in case it is not possible to meet the request within this period, Rengifo Abogados will inform the requesting person about the reasons for the delay and the date in which the request will be responded; this additional period in no case will exceed the five (5) working days following the expiration of the first period.

Also, the owners of personal data may submit complaints or grievances to the Delegation for Personal Data Protection of the Industry and Commerce Superintendence, or to any competent authority for infringement by Rengifo Abogados of the provisions of Law 1581 of 2012.

The present Policies for personal data processing will be in effect in July, 2015 and until the same are substantially changed or new ones are issued.