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## DATA PROCESSING POLICY

### RESPONSIBLE FOR DATA:

Name: REAL CITY TOURS S.A.S.  
City: MEDELLÍN  
Address: Cra 52 # 42-60 Of. 316  
Email: info@realcitytours.com  
Phone: (4) 2325120

### PROCESSING AND PURPOSE OF DATA

1. When referring to the parties, we refer to the natural or legal person with whom REAL CITY TOURS S.A.S. has any type of relationship and for this reason obtains personal data, in other words, THE INCUMBENT, as the owner of the data and at the same time REAL CITY TOURS S.A.S., as the receiver and guarantor of the information.
2. The PARTIES, in view of the fact that they have maintained commercial and professional relationship, such as the provision and/or reception of consulting and advisory services or products or their business relationship, will reciprocally have a high flow of information between them, or will allow access to this information.
3. The communication between THE PARTIES may be composed of confidential or privileged information, which may be: commercial, as well as, but not limited to: business plans and intangibles that pertain to the management of a company's know-how, technical and financial data, strategic planning, prices or tariffs, market analysis, designs, drawings, software, data, prototypes, industrial secrets, know-how, and personal data.
4. REAL CITY TOURS S.A.S. agrees to offer reciprocal treatment to the care and apprehension regarding confidential information and/or personal data that it may obtain in connection with the commercial relations between THE PARTIES. Therefore, REAL CITY TOURS SAS, with respect to the information and data subject to these relations, will adopt the same security measures that it would normally adopt regarding confidential and/or personal information it owns, avoiding as far as possible, its loss, theft, alteration, modification, publication or abstraction.



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## DATA PROCESSING

REAL CITY TOURS S.A.S. assumes the legal duty to protect the personal data to which it has access through commercial relations between THE PARTIES. It will then adopt the pertinent measures to comply with the provisions of Laws 1581 of 2012 and 1266 of 2008, as applicable and any other regulation which compliments or modifies them. It will guarantee, therefore, that this information will not be used, marketed, conceded, transferred and/or submitted to any process outside of the purpose included in the provisions or as otherwise agreed by the PARTIES.

If REAL CITY TOURS S.A.S. violates this legal and constitutional duty, it shall proceed to compensate for the damages caused to the other party as a result of the breach, without prejudice to power of complaint the injured party possesses, and of the administrative powers held by the relevant public authorities.

It is the obligation of the PARTIES to inform the other as soon as possible of any suspicion of loss, leak or attack against the personal information that they have accessed during their relationship and proceed to manage the security incident. In Colombia, abusive data processing constitutes a crime, according to Law 1273 of 2009.

## RIGHTS OF INCUMBENTS

Please remember that these are some of your rights, your information is protected by the Constitution and has a strong legal development and regulation via decrees. Your rights with respect to your personal information that we retain are, but are not limited to, the following:

- Know
- Rectify and delete
- Revoke authorization

## PROCEDURE TO EXERCISE YOUR RIGHTS

You can exercise the aforementioned rights by sending your request to the following email address: [info@realcitytours.com](mailto:info@realcitytours.com)



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## VALIDITY

This policy is effective as of April 8, 2017 and for two (2) years after the termination of any business relationship between the PARTIES.

