

CUSTOMERS, EMPLOYEES AND SUPPLIERS PERSONAL DATA POLICY

LÍNEAS AÉREAS SURAMERICANAS S.A.S in compliance with the provisions of Law 1581 of 2012 and its Decree 1377 of 2013 and Law 142 of 1994, it is allowed to inform its customers, employees, former employees, suppliers and contractors that the personal data or information that the company has collected in development of its corporate purpose, it will be treated or used in accordance with the legal, contractual or commercial purpose that gave rise to the collection of the same, as established in article 10 of Decree 1377 of 2013.

By virtue and for the purpose of continuing to process your personal data, **LÍNEAS AÉREAS SURAMERICANAS S.A.S** respectfully requests you and / or your authorization to continue using your personal data, the foregoing in accordance with article 9 of Law 1581 of 2012 and the Article 7 of Decree 1377 of 2013, therefore you have the right at any time to know, update, rectify and request the deletion of your personal data, through a written request to **atencionalcliente@lascargo.com**. Your data will be used to:

1. Clients: The company collects and processes personal data in order to maintain good commercial relations, comply with the obligations of the contract, invitations to company events, respond to requests, queries, claims raised by the owner of personal data or by their duly legitimized representatives and authorities in the corresponding cases.
2. Employees and Ex-Employees: Comply with the obligations as an employer, that is, payroll, affiliations, reports to the Social System and Compensation Funds, among others and requests made by them, attention to inquiries, actions, petitions, claims raised by the Holder of the information or in representation of this duly legitimized, requests from legal authorities.
3. Suppliers: Comply with contractual obligations, payment of services and report payments, report to tax authorities, attention to inquiries, claims, actions and requests raised by the owner of the information or by their duly legitimized representatives and authorities in cases where corresponds.



NIT. 860.526.868-4



Within 30 business days, counted from the receipt of this communication, you will be able to express your decision on the handling of your personal data by the company by writing to the email: **atencionalcliente@lascargo.com**, in case of not receiving your written statement, your authorization will be understood directly, expressly and unequivocally and that we can continue to process the data contained in our database for the purpose or purposes already indicated, until you indicate otherwise.

You can access your personal data at any time, likewise you can expressly request the correction, update or deletion, as well as request proof of your authorization or its revocation, addressed to the email: **atencionalcliente@lascargo.com** or to the address Av. Dorado No. 103 - 22 entry 2 int. 7 in the city of Bogotá.