



Personal Data Processing Policy

The business group formed by AVCO AVIATION CONSULTANTS INC, AIRE TECH GROUP AND AVCO AVIATION CONSULTANTS S.A.S. TECH GROUP AND AVCO AVIATION CONSULTANTS S.A.S (Hereinafter AVCO) declares its commitment to the protection of the personal data of third parties that, in the course of its business that, in the development of its corporate purpose, may come to know and therefore, undertakes to take care and give to take care and give an adequate treatment to the personal data of customers, suppliers, contractors, employees and, in general, of those persons whose information may be in a database information may be stored in a database under the responsibility of AVCO and for this for this purpose has the appropriate technological means to ensure that they are stored in such a way that they are stored in such a way as to prevent unwanted access by third parties. third parties, and in the same order to ensure the confidentiality of the same. confidentiality.

In view of the above, and in order to comply with the provisions of Law 1581 of 2012 and Decree 1377 of June 27, 2013, promulgates the present Policy for the Treatment of Personal Data, (Hereinafter, the "Policy"):

First. Information of the Controller. For the purposes of this Policy AVCO AVIATION CONSULTANTS S.A. S.A. will be considered the Data Controller of the Databases. CONSULTANTS S.A.S. Nit. 900.403.424-4 with main address at Avenida Cl 26 # 102 - 20 Office 303, in the city of Bogota D.C, telephone: 3213213439 and e-mail info@avco-aviation.net.

Second. Treatment and purpose of the Personal Data. The treatment to which personal data contained in the databases under AVCO's responsibility shall be subjected to the responsibility of AVCO, will have the purpose of offering our customers products and services products and services related, connected, complementary and/or related to the Group's activities, comply with the activities of the Group, to comply with obligations contracted with our customers, suppliers, and customers, suppliers, and employees and in the case of its Employees or Suppliers, to have knowledge of the persons to be hired.

Third. Rights of the Personal Data Holders. The following shall be the rights of the holders of the personal data: a. a. To know, update and rectify personal data b. To request proof of authorization granted to the Data Controller. c. To request proof of authorization granted to the Data Controller. d. To request proof of authorization granted to the Data Controller. authorization granted to the Data Controller. c. To be informed by the Data Controller or the Data Processor. d. To be informed by the Data Controller or the Data Processor of the c. Be informed by the Data Controller or the person in charge of the processing, upon request, regarding the use that has been made of their personal data. d. To file a complaint before the SIC for complaint for breaches of the provisions of the rules governing the protection of personal data. e. To be informed by the data controller or data processor, upon request, regarding the use of their personal data. protection of personal data. e. To revoke the authorization and/or request the deletion of the data when the treatment does not respect the principles, rights and constitutional and legal guarantees, prior constitutional and legal principles, rights and guarantees are not respected, prior process and order of the SIC. f. Access free of charge to their personal free of charge to your personal data that have been subject to processing.

Fourth. Channels of attention for petitions, queries and claims. AVCO has the following channels of attention to make inquiries, requests, requirements and complaints and claims: * Responsible Area: Customer Service Office. Data Protection Officer: * Data Protection Officer: * Data Protection Officer: * Data Protection Officer: * Data Protection Officer: Customer Service Director. * Form of Attention: - at e-mail: info@avco-aviation.net - In person at Avenida Cl 26 # 102 - 20 Office 303. 102 - 20 Office 303.

Fifth. Procedure for the Holders of the Information to exercise their rights to know, update, rectify and delete information and revoke the rights to know, update, rectify and delete information and revoke the authorization. authorization: AVCO has provided the following procedure for the attention of inquiries, requirements and claims queries, requirements and claims related to the present policy and the application of the application of the Habeas Data Law: 1. The holder shall request the required information, update, rectification, rectification, deletion or 1. The holder shall request the required information, update, rectification, deletion of information and / or revocation at the attention lines indicated above. 2. The request must contain: * Identification of the Holder. * Description of the claim. * Address for notification. * Documentation that you want to assert. 3. In the event that the request is not complete, the holder will be requested to submit the missing information within five (5) business days following the receipt of the claim. 4. The client has two(2) months from the date of the request to deliver the required information; If the information is not provided, the case will be considered as terminated. 5. Requests must be answered within a maximum term of ten (10) working days from the date of receipt of the request. the date of receipt of the request. If it is not possible to respond within such term, the interested party shall be informed, stating the reasons for the delay and indicating the date on which the request will be the date on which the consultation will be attended, which in no case may exceed five (5) working days following the (5) working days following the expiration of the first term. 6. If AVCO cannot resolve the claim, and whenever possible, it shall transfer the claim to the appropriate and inform the holder of such situation.

Sixth. Obligatory nature. This policy must be complied with by all AVCO employees and collaborators as soon as it is enacted. employees and collaborators of AVCO from the moment of its promulgation. Failure to comply with it is considered a security considered a security incident and a violation of the internal regulations, and must be must be dealt with in accordance with AVCO's procedures and policies in this regard. aspect.

Seventh. Validity. This policy is effective as of its promulgation, and shall have validity equal to the validity of the databases or to the duration of the company. duration of the company.

Given in Bogotá on the ninth (9th) day of March 2021.