

**POLICY OF PRIVATE PERSONAL DATA TREATMENT**  
**HOTELERÍA INTERNACIONAL SA – SUCURSAL COLOMBIA**  
**HOTEL BOGOTA MARRIOTT**  
AUGUST 1, 2013

- **GENERAL**

Hotelería Internacional SA, Sucursal Colombia - Bogota Marriott Hotel, with NIT 900087469-9, establishment of consumption and services, located at Av. El Dorado No. 69B - 53 in the city of Bogota, during its daily operation gathers information from customers, visitors , suppliers, employees or any other person, holding personal data which remains in its database , in order to develop promotional and marketing activities.

According with the Law 1581 of 2012 , Act 1377 of 2013 , which regulates the Protection of Personal Data, and other related regulations effective in Colombia, Hotelería Internacional SA, Sucursal Colombia - Bogota Marriott Hotel, discloses this policy of personal data treatment, the terms and conditions of the treatment and management of personal data, obtained in different centers of consumption or services such as Pimento Restaurant, Tanoshii Lounge and Sushi Bar, Health Club SPA, executive floor, reception, web tools, executive visits, loyalty programs and more.

The owner of the data by accepting the terms and conditions of this policy of Hospitality International SA , Branch Colombia - Bogota Marriott Hotel authorizes specifically the use of their data as it is presented here. Applying to any registration of personal data in person, by telephone and/or virtually linking, therefore, any product, service or benefit, with the information voluntarily delivered with freedom and considering that you have read and accepted the terms of this policy.

Thus, through this document it is established that Hotelería Internacional SA, Sucursal Colombia – Hotel Bogota Marriott, located in the city of Bogota, on Av. El Dorado No. 69B - 53, Phone: (571) 4851111, is responsible for the treatment and management of personal data, and if it is needed according to their marketing and promotional activities Hotelería Internacional SA can delegate this due to a third party.

- **PERSONAL DATA**

Personal data means those personal details related to racial or ethnic origin, political orientation, religious or philosophical beliefs, trade union membership, social organizations, human rights or promote interests of any political party or to guarantee the rights and guarantees of opposition political parties, as well as data relating to health, sex life and biometrics.

Therefore we suggest analyzing the real need to provide and / or record this information and if it is necessary, authorize through a writing treat the use of such information for their business purposes.

Hotelería Internacional SA, Sucursal Colombia - Bogota Marriott Hotel will collect the information and personal data of visitors, clients, suppliers and partners, which may include:

- Names and surnames.
- Type and identification number.
- Nationality and country of residence.
- Date of birth and gender.
- Marital Status.
- Phone or Mobile phone contact (personal and/or work).
- Postal address and / or Email (personal and/or work).
- Fax (personal and/or work).
- IP address (personal and/or work).
- Occupation.
- Company.

No authorization is required when data is of a public nature, or in cases of emergency, or medical care.

## **DATA PROCESSING**

All data collected by Hospitality International SA., Branch Colombia - Bogota Marriott Hotel, will eventually be shared with all branches worldwide that are part of our company or business partners, to be used for the same purpose arranged in this policy. In case of Hospitality International SA., Branch Colombia - Bogota Marriott Hotel share this data with a third party other than branches of the same global company or business partners, you must have consent and authorization before sharing such information.

### **• OWNER'S RIGHTS**

All holders may consult or review all information related to their identification registered in our database, ensuring their rights under the law 1581 of 2012, Decree 1377 of 2013. If the holder of the information believes the information recorded in our database must be corrected, updated, suspended or concerns that it broke any of the duties under the Data Protection Act, you may report it, in the different consumption centers or services such as Pimento Restaurant, Tanoshii Lounge and Sushi Bar, Health Club SPA, executive floor, reception, web tools, executive visits, loyalty programs and more. Hotelería Internacional SA, Sucursal Colombia - Bogota Marriott Hotel, is obligated to make the necessary corrections in case of incomplete or inaccurate according to the instructions of the holder.

The owner of the information will be able to request the suspension of your personal data in our database, alleging that their data has not been treated according to the principles, duties and obligations under the current regulations and it was no longer necessary or relevant for the purpose for which they were collected.

## **PROCEDURE TO DEVELOPE THE RIGHTS**

If one of the owners wants to make a change in your information, they can do so in person, by telephone, virtually or any other way by which Hospitality International SA., Branch Colombia – Bogota Marriott Hotel used to be in touch with your customers, suppliers or business partners, however Hospitality International SA, Branch Colombia - Bogota Marriott Hotel is not liable for the completeness or accuracy of the information provided.

Depending on the area in which your data comes from, you will be able to claim for your rights by writing to the following e-mail: **protecciondatos.bogmc@r-hr.com**.

- **VALIDITY OF THE POLICY TREATMENT OF PERSONAL INFORMATION**

This policy will be effective from August 1, 2013.

As a general rule, the term of the authorization of the personal data use by customers and/or users is meant as the term commercial relationship or connection to the service and during the practice of the corporate purpose of the company.

The authorizations on the data of the customers and/or users will be able to finish by themselves at any time.