



Comprehensive Privacy Policy

In compliance with the provisions of the Federal Law on Protection of Personal Data held by individuals declared Grupo Alucaps Mexicana SA de CV, be a company legally incorporated under Mexican law, residing at: Avenida EjeJiutepec Morelos, Coprovide. Manifests that your personal data will be treated strictly confidential so that by providing your personal data such as:

- Full name
- Address
- Tax Id
- Telephone, home, mobile
- Unique key of population registration
- E-mail
- Birthday
- Banking account
- Interbank code

The information gathered will be of commercial or service character; with our clients and suppliers, such information or personal data will be used for the following:

For the emission of invoices or tax receipts, give follow up to the information request about services and/or products that our company offers, quotes, send sales or service proposals based on the information provided, give urgent notice or important about any topic related with our service and/or products contracted with our company, to provide information regarding the status of our company, to make the services and/or products delivery contracted with our company, to inform about changes and new products and/or services related with the ones contracted or acquired by our clients, to evaluate the service quality and to make internal evaluations about the services provided, sending of promotions. And the information needed to accomplish the duties contracted with our clients, just in those cases of personal data that don't be considered as sensitive in accordance of article 9 of the Federal Law of Data held by individuals.

We can require personal information to our suppliers in order to pay or wire to theirs banking accounts, require goods and/or services related with the products offered and the information needed to accomplish the contracts celebrated between both parts, just in those cases of personal data that don't be considered as sensitive in accordance of article 9 of the Federal Law of Data held by individuals.

The personal data that you provide us directly or through electronic means shall be collected and treated, under the principles of legality, consent, information, quality, purpose, loyalty, proportionality and accountability, in accordance with the provisions of the Federal Law of Data held by individuals.

Your personal data will be kept in our files and records for the duration of our working relationship, could be increased by the time needed to complete other laws of any nature and in the end of the period, will be delivered or deleted by simple written request of the owner of the data.

For the purpose outlined in this privacy notice, we can collect your personal data in different ways; when you provide it directly, when you visit our web site, when you send an e-mail, and when we get information through other sources that are allowed by the Federal Law on Protection of Personal Data held by individuals.

We commit not to transfer your personal information to third parties without your consent, except as otherwise provided in Article 37 of the Federal Law on Protection of Personal Data held by individuals, and to make this transfer in the terms established by this law.

If you do not express your objection for your personal data non-sensitive be transferred, it will be understood that you have gave your consent for it.

Modifications to the Privacy Policy; we reserve the right to make changes at any time or updates to this Privacy Policy, for the attention of new legislation, internal policy or new requirements for the provision or offer of our services or products. The changes will be available to the public through:

- Visual announcements in our facilities
- Email provided by you

To exercise your ARCO rights, we invite you to apply it personally or by sending an email to the following address g.ocampo@grupoalucaps.com where you will find a simple form to make your request in accordance with the rights you want to exercise.

ARCO Rights

In accordance with the Federal Law on Protection of Personal Data held by individuals; are all the rights that all person can exercise in regarding with the treatment of all your personal data.

Every initial represents a different right and are Access, Rectification, Cancellation and Opposition. You can stop receiving promotional messages by phone or cell, also, you can stop receiving promotional emails or advertising. You have the right to access your personal data that we have and to the details of the treatment and to rectify it if it is inaccurate or incomplete; cancel them when you consider that they are not required for any of the purpose

identified in this Privacy Policy or had finished the contractual or service relationship or, object to the processing thereof for specific purposes. You may at any time revoke the consent gave to Grupo Alucaps Mexicana SA de CV for the treatment of your personal data, limit the use or disclosure thereof and to exercise your ARCO Rights under Law, for that, it is necessary to make your request at the email address provided and we will answer your request within a maximum period of 15 natural days and inform you about the origin of the same through an email or the way you specify and indicate who is the person in charge of handling complaints related to data privacy. If you have any question or doubt regarding the handling of personal information you can contact our privacy department responsible C.P Gerardo Esteban Ocampo Hernández toll, 7773292630 to serve you from 9:00 AM to 6:00 PM, Monday through Friday.

Sincerely,

Grupo Alucaps S.A. de C.V.