

## PRIVACY NOTICE

For **Almidones Mexicanos, S.A. de C.V.** (herein ALMEX) the legitimate, controlled and informed treatment of your personal data is very important to achieve our corporate objectives and to confirm our commitment towards your privacy and access to information according to the Federal Law of Protection of Personal Data in Possession of Particulars (herein the Law). ALMEX will be responsible for your personal data treatment.

**Contact us at:**

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Almidones Mexicanos, S.A. de C.V., located on Calle 26 No. 2756, Zona Industrial, 44940, Guadalajara, Jalisco, Mexico.

Privacy Officer: Legal Affairs Department

Email:

privacidad.datos.almex@almidones.com.mx

Phone number: (33) 31-45-18-78

**The purpose of this Privacy Policy is to inform you how your personal information will be handled when it is obtained, used, stored and/or transferred by ALMEX.**

**Purposes for which we collect and used your personal data:**

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- Creation of your file and registration as a supplier, customer, commission agent or user, in our internal systems.
- We may make requests about your services and/or the product you provide or review information regarding your company's performance. If necessary, we may enter into agreements.
- Corroborate your Bank account and Interbank Clabe account in order to make the corresponding payments.
- We might corroborate your address.
- We'll create a masters file with all the collected information in order to have a backup in case we need to reach you.
- Request commercial references about your company, with the clients or suppliers you register in the register application.
- Provide references about your products or services when requested by a third party to whom you gave our contact for that purpose.
- For trainers and advisors, the personal information received will be used to double check the credentials and degrees that may allow contact you to schedule trainings for our staff.

**ALMEX may obtain your personal information and sensible persona data through the following sources:**

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- **Direct:** if you provide directly your data in our offices physically or electronically or when the Purchasing, Sales or other Departments visit your business place.
- **Indirect:** if we use technology or physical tools such as internet, advertisements or any other available source permitted by Law.

**The following are considered sensitive personal data which we can obtain from you as holder of the objectives described in this Privacy Notice:**

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**DATOS PERSONALES**

- Name
- Address
- Phone number
- Fax
- Email
- City / State
- Payment terms
- Website
- Products supply

**DATOS PERSONALES SENSIBLES**

- Country
- Federal Tax Payer Registry
- Signature
- Bank account number
- Account holder
- Bank
- Birth date
- Language

**If we request commercial references about you, we will ask you to let us know the following:**

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- Company recommending you
  - Contact in the company, who will provide the references
  - Address / City
  - Phone number

**We may as well obtain data contained in the following documents:**

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- Account statement cover
  - Proof of address
  - Federal Tax Payer Registry

**We here by inform you which obligations we have regarding your personal information:**

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Personal, financial, patrimonial and sensitive data, you have provided us with by any means or which have been or will be collected by ALMEX will be treated following the

principles of legality, consent, information, quality, purpose, loyalty, proportionality and responsibility, as stated under article 6 (sixth) of the Law.

**Regarding the safety measures implemented to safeguard your personal information and sensitive data, we inform you that:**

For the protection of your personal information and sensitive data we have put administrative, physical and technical safety measures in place to avoid losses, misuse or modifications to your information.

**Obtaining express consent**

Under article 9 (ninth) of the Law, we require you express consent for the treatment of your sensitive personal data; we therefor request your signature to indicate your agreement.

I agree and authorize my sensitive personal data to be treated according to the provisions of this Privacy Notice.

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**Holder's full name and signature**

### **Transfer of personal information**

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We inform you that your personal data are not transfer to any person other than those designed as responsible of the treatment of your personal information.

We commit not to transfer your personal information to third parties without your previous consent apart from the exceptions considered by the article 37 (thirty seventh) of the Law, as well as to perform this transfer following the term set by the Law.

### **To limit the use and disclosure of your personal information you can:**

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Get in contact with the person responsible for your personal information through email, phone or at the address stated on the heading of this Privacy Notice, in order to inform you the procedures implemented to limit the use and disclosure of your personal information.

If you do not wish that we provide commercial references about you, please tic the following box; this action will add you to the exclusion list we have for this purpose:

I do not want commercial references provided about me.

### **If you wish to use your rights to access, rectify, cancel or oppose to (ARCO rights) the treatment of your personal data, we are pleased to inform you that:**

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You have the right to ACCESS your personal information in our possession and the details regarding their treatment, as well as RECTIFY them in case they are inaccurate or incomplete; CANCEL them when you considered that they are not required for the purposes stated in this Privacy Notice or they are being use for different matters other than the agreed herein, or if the business between us ended; or OPPOSE TO the treatment of the personal data for a specific purpose.

If you want to be informed about the procedures, requirements and terms to execute the ARCO rights (ARCO procedure), you can contact the Privacy Officer through this email: [privacidad.datos.almex@almidones.com.mx](mailto:privacidad.datos.almex@almidones.com.mx), who will give you its details

For further information, you can communicate to the following phone number: (33) 31-45-18-78, or visit our website.

**To revoke your consent for the treatment of your personal data you can:**

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At any moment, you can revoke the consent you had given us for the treatment of your personal data, in order for us to stop using them. To do so, you will have to submit a revocation request to the Responsible person through the website or by email at: **privacidad.datos.almex@almidones.com.mx**, or go personally to the address stated above in this Privacy Notice.

Your request will have to be submitted with the supporting documentation requested to you by the person Responsible.

**Modifications to this Privacy Notice**

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We reserve the right to make any modifications or updates to the present Policy Notice in compliance with new legislation, internal policies or new requirements that may occur from time to time, in order for us to follow the provision of products and services, as well as any other transaction between us.

These modifications will be available for you through your email contact or our website **<http://www.almidones.com.mx>**.

**What can you do to present complaints or to report any misuse of your personal information?**

If you consider that the right for your personal data protection has been breached by any behavior of our employees or by our actions and responses, you can submit a complaint to the National Institute of Transparency, Access to Information and Protection of Personal Data (INAI).

For further information visit the website: <http://www.inai.org.mx>