

# Privacy Notice

BY HAVING ACCESS TO THIS PRIVACY NOTICE, IT IS UNDERSTOOD THAT THE READER OR USER ("YOU") HAS REVIEWED, READ AND ACCEPTED THE TERMS THEREOF, SO YOU GIVE YOUR CONSENT FOR THE PROCESSING OF YOUR PERSONAL DATA, AS ESTABLISHED HEREIN.

## **1. Responsible for the personal data collected and contact details.**

EJEMPLO1, S.A. de C.V. (hereinafter "-EXAMPLE-"), is responsible for the personal data collected through the electronic address <https://flowmanagementsystems.mx/> (hereinafter, the "Site").

For any information related to your personal data, you can go to the address located in \_\_\_\_\_, communicate to the telephone number \_\_\_\_\_ or contact the email —@ejemplo.com.

The Personal Data Collected are treated by -EXAMPLE- in a strictly private and confidential manner, so the obtaining, processing, transfer and exercise of the rights derived from said personal data, is done through an appropriate, legitimate and lawful use, permanently safeguarding the principles of legality, consent, quality, information, proportionality, responsibility, loyalty and purpose, in accordance with the provisions of the Federal Law on Protection of Personal Data held by Private Parties (the "Law"), its Regulations and secondary provisions.

## **2. Personal Data Collected.**

In order to contact us through our Site, you must register on our Site and provide the following personal information (hereinafter, the "Collected Personal Data"):

- Full name (first name(s), paternal surname and maternal surname),
- Email,
- Contact telephone numbers (home/mobile),
- Social media profile,
- Information about the personal project for which, you need to acquire the products or services of -EXAMPLE-.

-EXAMPLE- will not request sensitive information from you (such as data related to your race or ethnic origin, your religious beliefs, criminal record , physical, mental health, or sexual orientation). In the event that -EXAMPLE- you decide to request or have access to your sensitive personal data, we will request the express written consent of you to collect and / or use such data.

## **3. Purpose of the Personal Data Collected.**

For the purpose of analyzing any relationship between you and -EXAMPLE-, the Personal Data Collected will be used by us for the following purposes:

a) Primary purposes:

- As a means of contact.
- As a means of registration on our Site.
- Evaluate the relevance of establishing a commercial or professional relationship with you.
- Verify and confirm your identity.
- Make the bank deposits that are appropriate according to the contract concluded.
- If applicable, carry out the collection procedures that are necessary.

b) Secondary purposes only with respect to your contact details:

- Surveys of the quality of our service.
- Sending advertising about our products or services.
- Possible sending of occasional gifts.

The personal data that you provide to -EXAMPLE- will be treated exclusively for the purposes described, they will be treated confidentially and exclusively to the extent that these are strictly necessary to fulfill the purposes for which they were collected.

In the event that you do not authorize the use of your Personal Data Collected for secondary purposes, you may limit its treatment, as indicated in the following paragraph.

#### **4. Revocation of consent, limitation of use or disclosure of the Personal Data Collected and exercise of the rights of access, rectification, cancellation or opposition (ARCO).**

You, or your legal representative, may at any time: revoke your consent to the processing or use of your personal data by -EXAMPLE-, limit their use or disclosure, as well as access them, rectify them in case they are inaccurate or incomplete, cancel them and oppose their treatment in their entirety or for certain purposes. For this purpose, you must send your request through the following email: —@ejemplo.com.

Notwithstanding the foregoing, it is important that you bear in mind that not in all cases we will be able to attend to your request or conclude its use immediately, since it is possible that due to some legal obligation we require to continue processing the Personal Data Collected. Likewise, you must consider that for certain purposes, the revocation of your consent will imply the total or partial suspension of the service you requested from -EXAMPLE-, or the conclusion of your relationship with -EXAMPLE-.

To revoke your consent to the processing or use of your Collected Personal Data, limit its use or disclosure, as well as access them, rectify them in case they are inaccurate or incomplete, cancel them and oppose their treatment in their entirety or for certain purposes, you must through the "Consent Revocation Request Form" which we make available by contacting us at the following email ———@ejemplo.com expressly and indicated in detail: (i) you wish to revoke your consent to the processing or use of your personal data; (ii) indicate how you wish to limit the use or disclosure of personal data; (iii) indicate the way in which they wish to access or rectify your personal data; (iv) indicate that they wish to cancel their personal data;

and / or (v) indicate that they wish to oppose the processing of their personal data, accompanying the documents that prove their identity (official identification) or, where appropriate, of whoever legally represents them.

Likewise, you have the right to access, rectify, cancel or oppose the processing of your personal data (ARCO rights). To exercise the ARCO rights described above, You must submit your request in the terms described in the Law.

In this sense, as the owner of your personal data you have the right to know what personal data you keep -EXAMPLE-, what we use them for and the conditions of use we give them (Access), as well as to rectify them in case of being inaccurate, outdated or incomplete (Rectification), instruct us to cancel them when they are excessive or unnecessary for the purposes described that justified their obtaining, consider that they are not being used in accordance with the principles, duties and obligations provided for in the applicable regulations (Cancellation), or oppose the use of your personal data for specific purposes (Opposition), in cases where the Law allows it.

#### **5. Procedure to communicate changes to the Privacy Notice.**

Any changes made to this Privacy Notice will be reflected on the -EXAMPLE- Site.

#### **6. Transfer of Personal Data Collected to third parties.**

The Personal Data Collected will only be transferred to third parties in the event that it is necessary exclusively for the fulfillment of the primary purposes for which they were obtained in accordance with the provisions of this Notice, terms of article 37, fractions I, IV, VI and VII of the Data Law, which is why no consent is required for in your case, make such a transfer. In all cases, the third party recipient will have the same duties of security and confidentiality with respect to your Personal Data Collected.