

COMPREHENSIVE PRIVACY NOTICE FOR CURRENT/RETIRED/FORMER EMPLOYEES AND THIRD PARTIES RELATED TO CURRENT/RETIRED/FORMER EMPLOYEES INTERESTED IN UNDERTAKING PROFESSIONAL PRACTICES, INTERNS, AND THIRD PARTIES RELATED TO STAKEHOLDERS AND INTERNS

As per the provisions from the Federal Law on the Protection of Personal Data Held by Private Parties (“the Law”), its Regulations, and the rest of the regulatory provisions applicable to handling personal data, we hereby issue this Comprehensive Privacy Notice to inform you about the terms under which we will handle your personal data. This includes identifying the entity responsible for your information, the purposes or actions that justify the collection, use, and safeguarding of your personal data, the third parties to whom your personal data will or may be transferred to, the mechanisms available to you for exercising your rights, among other information that will allow you to make informed decisions about the use of your personal data.

1. Who is responsible for your personal data?

Operadora de Minas de Nacozari, S.A. de C.V.; Metalúrgica de Cobre, S.A. de C.V.; Operadora de Minas e Instalaciones Mineras, S.A. de C.V.; Operadora Guaymas Ometeg SA. de CV.; Industrial Minera México, S.A. de C.V.; Servicios de Apoyo Administrativo, S.A. de C.V.; Amminco Apoyo Administrativo, S.A. de C.V.; Viveros México GM, A.C., or Tiendas del Minero, S.A. de C.V.; (hereinafter, the “Data Controller”) is the party responsible for handling your personal data. Our address for receiving notifications is at Campos Elíseos number 400, Col. Lomas de Chapultepec, Alcaldía Miguel Hidalgo, C.P. 11000, Ciudad de México, México.

We would like to notify you that the company responsible for handling your personal data, the Data Controller, will be the one implementing the purposes described herein. If a legal relationship is established with you, the company with which the document formalizing this relationship is signed shall become the new Data Controller and assume said responsibilities.

2. What data do we use and what can we request?

I) Current/Retired/Former Employees: Identification data, contact information, location data, characterizing information, electronic data, social circumstance data, academic and professional data, employment data, financial and/or asset-related data, legal situation or background data, biometric data, blood group or blood type, information about a newsworthy situation, data about union membership, and sensitive personal health data.

II) Third parties related to Current/Retired/Former Employees: Identification data; contact information; location data; employment data; financial and/or asset-related data; legal situation or background data; information about a newsworthy situation; and sensitive personal health data.

III) People interested in Internships: Identification data; contact information; location data; academic and professional data; employment data; and sensitive personal health and psychometric data.

III) Interns: Identification data, contact information, location data, academic and professional data, employment data, blood group or blood type, and sensitive personal health data.

IV) Third parties related to people interested in internships and/or interns: Identification data, contact data and employment data.

3. Treatment of sensitive data.

I) Current/Retired/Former Employees: The Data Controller shall handle your sensitive personal health data to conduct, analyze, manage, and administer medical examinations and/or medical consultations to assess your health condition and identify risks. This includes managing and monitoring work-related disabilities and, if applicable, managing and administering your insurance policy and handling any claims that may arise. Likewise, your sensitive personal data related to union affiliations shall be handled under the collective labor agreement.

In case of any emergency or accident within the Data Controller's facilities, your sensitive personal health data shall be handled to provide you with the support required based on the corresponding event.

If you provide third-party personal data (such as family members, dependents, spouses, or partners) to the Data Controller, upon providing said information you hereby represent that you have obtained prior consent from these third parties to share their information with the Data Controller, and that said information provided is both accurate and complete.

II) Third parties related to Current/Retired/Former Employees: The Data Controller shall handle your sensitive personal health data for the management and administration of your insurance policy and, as the case may be, for handling incidents or claims.

In case of any emergency or accident within the Data Controller's facilities, your sensitive personal health data shall be handled to provide you with the support required based on the corresponding event.

III) People interested in Internships: The Data Controller shall handle your sensitive personal health and psychometric data to understand and validate your profile in accordance with the activities to be performed as an intern, as part of the execution of psychometric tests and health examinations conducted.

In case of any emergency or accident within the Data Controller's facilities, your sensitive personal health data shall be handled to provide you with the support required based on the corresponding event.

If you provide third-party personal data (such as family members or members of Academic Institutions) to the Data Controller, upon providing said information you hereby represent that you have obtained prior consent from these third parties to share their information with the Data Controller, and that said information provided is both accurate and complete.

IV) Interns: The Data Controller shall handle your sensitive personal health data to conduct, analyze, manage, and administer medical examinations and/or medical consultations to assess your health condition and identify risks in it.

In case of any emergency or accident within the Data Controller's facilities, your sensitive personal health data shall be handled to provide you with the support required based on the corresponding event.

If you provide third-party personal data (such as family members) to the Data Controller, upon providing said information you hereby represent that you have obtained prior consent from these third parties to share their information with the Data Controller, and that said information provided is both accurate and complete.

V) Third parties related to people interested in internships and/or interns: We hereby acknowledge that we do not handle any sensitive data. However, in case of any emergency or accident within the Data Controller's facilities, your sensitive personal health data shall be handled to provide you with the support required based on the corresponding event.

4. Reasons for Handling Personal Data.

I) Current/Retired/Former Employees:

Primary Purposes:

1. Identifying you as an employee of the Data Controller.
2. Locating you for communication and execution of actions related to your hiring, or if you are an employee, to manage changes or job relocations.
3. Verifying that the data contained in your hiring documentation is correct and to complete the necessary documentation for it.
4. Compiling and managing your employee file.
5. Registering you as an employee for the assignment of your employee number, as well as the issuance of your ID card or badge.
6. Communicating your hiring to other employees of the Data Controller.
7. If applicable to your position, to take actions related to the hiring, management, and monitoring of insurance and/or benefits to which you are entitled.

8. If applicable to your position, to manage and monitor benefits to which you are entitled and provided directly by the Data Controller.
9. Management, control, and administration of personnel.
10. Complying with legal employer obligations, as well as to fulfill requirements from competent authorities.
11. Creating documentation that reflects the activities performed due to job responsibilities.
12. Recording and managing your employment conditions and the performance of your job duties.
13. Registration, control, and management of work attendance, as well as generating reports of these records.
14. Management and processing of attendance, disabilities, vacations, and permissions.
15. Managing, generating, and delivering employment certificates requested by the Data Subject from the Data Controller.
16. Documenting and managing potential violations of disciplinary rules established by the Data Controller.
17. Conducting, analyzing, and managing medical examinations and/or medical consultations to assess your health condition and identify risks.
18. Processing information related to your job activities to have the necessary input for payroll processing.
19. Management, administration, and execution of payments for your payroll, benefits, salaries, and employment benefits, as well as generating and providing documents supporting the payment of your payroll, benefits, salaries, and employment benefits.
20. Communicating corporate, labor, and administrative information related to the Data Controller.
21. Communicating activities, instructions, or situations related to your job activities.
22. Management, application, and monitoring of instruments established by the Data Controller governing job activities and/or conduct.
23. If affiliated with a union, for the administration of the collective labor agreement.
24. Management, administration, execution, documentation, and monitoring of actions aimed at identifying, analyzing, and preventing psychosocial risks at work.
25. Detection of training needs; management and execution of training events; evaluation of your performance in these events; issuance, delivery, and management of documents proving participation in training events, and having documentary, photographic, or audiovisual evidence of their execution.
26. Documenting, follow up, and publish the results of activities aimed at achieving and/or maintaining a positive work environment, such as work recognitions, congratulations on common holidays, congratulations on anniversaries or birthdays.
27. If applicable to your position, management, administration, execution, evaluation, documentation, and analysis of results derived from the Performance Evaluation procedure, as well as identifying, planning, and implementing strategies to improve Performance Evaluation results.
28. Coordination for the management of immigration procedures.
29. Management, administration, execution, and documentation of organization integration dynamics or activities, as well as having documentary, photographic, or audiovisual evidence of the execution of organization integration dynamics or activities and creating, producing, editing, and communicating material containing documentary, photographic, or audiovisual evidence.
30. Management, administration, execution, and documentation of organizational development and work climate plans, as well as evaluation of the results of their execution.
31. If applicable to your position, to evaluate, manage, administer, and monitor educational financial support, and if not eligible for full coverage of the educational financial support, to enforce promissory notes and/or applicable payroll deductions.
32. If applicable to your position, to design, manage, administer, and monitor individual development plans and organizational career and succession plans, as well as evaluate the results of their execution.
33. Collecting evidence in audio and/or photography and/or video of the execution of events, conferences, meetings, and interviews.

34. Interviewing you and have documentary, photographic, or audiovisual evidence of the conducted interview. As well as document newsworthy situations related to you and publish them in mass and/or internal media.
35. Creation, production, editing, and communication of material containing documentary, photographic, or audiovisual evidence.
36. If applicable to your position, to manage and execute actions related to travel expenses and lodging management on business trips.
37. Documentation and control of the assignment of computing and electronic communications assets.
38. If applicable to your position, to identify and monitor your location through the use of tools or equipment with geolocation devices.
39. Creation of the institutional email account; registering you as a user in the systems or technological tools used by the Data Controller and assigning your access to these; management, control, documentation, and monitoring of activities performed in such systems or technological tools; management and control of technical services user support; recording and monitoring of requirements for managing accounts of technological systems or platforms.
40. In the event that the Data Controller grants you power of attorney, your personal data will be handled to: Identify you to manage the formalization of the representation of the company; manage the formalization of the document evidencing the formalization of the representation of the company; control the validity of the representation granted according to the relationship with the represented company; manage documents evidencing your representation in acts on behalf of the represented company; manage the cancellation of the granted representation, and manage the corporate books of the company with which you are related.
41. Management, control, and administration of retirement plans, providing information about the calculation of your retirement and the procedures to be carried out, as well as informing you about the status of your retirement.
42. Recording attendance at in-person or electronic meetings held with the Data Controller.
43. Preparation of reports related to the activities conducted with the Data Subject.
44. Statistics and historical record of activities carried out with the Data Subject.
45. Sending physical or electronic documentation, as well as managing and monitoring such shipments.
46. Providing the necessary assistance if you contact via telephone, email, instant messaging, social media, or other communication means established by the Data Controller, as well as providing attention and follow-up to requests made to the Data Controller.
47. In case of an accident or medical emergency, on the premises of the Data Controller, to provide the required assistance and contact the person indicated by the Data Subject to inform them of the incident.
48. While on the premises of the Data Controller, through the video surveillance system, to ensure the safety of individuals and the facilities of the Data Controller, as well as to be able to identify individuals related to situations that may compromise any legal interest.
49. Complying with the guidelines and legal provisions regulating the Data Controller.

Secondary Purposes:

1. Providing employment references to a third party.

If you do not want your personal data to be handled for any or all of the additional or secondary purposes, you can let us know at any time by sending an email to datapersonales@mm.gmexico.com.

The refusal to use your personal data for secondary purposes is not a reason to deny the requested services or terminate the established relationship with us.

In cases where personal data is obtained indirectly, within 5 (five) business days as of the first contact with the Data Controller, the Data Subject may express their refusal for the handling of said data by sending an email to datapersonales@mm.gmexico.com.

II) Third parties related to Current/Retired/Former Employees:

Primary Purposes:

1. Filing your data in the employee, retired employee, and/or retirement file associated with you.
2. Creating and managing documents detailing the benefits to which the employee associated with you is entitled.
3. If applicable to the position of the employee associated with you, conduct actions related to the hiring, administration, management, and monitoring of the insurance and/or benefits to which they are entitled.
4. Contacting you through the means indicated by the employee associated with you to communicate emergencies or urgent situations related to that employee.
5. Management, administration, and execution of payments derived from obligations that the Data Controller must fulfill.
6. Interviewing you and collecting documentary, photographic, or audiovisual evidence of the conducted interview. As well as document newsworthy situations related to you and communicate them through mass and/or internal media.
7. Management, administration, execution, and documentation of organization integration dynamics or activities, as well as having documentary, photographic, or audiovisual evidence of the execution of organization integration dynamics or activities.
8. Creation, production, editing, and communication of material containing documentary, photographic, or audiovisual evidence.
9. Creating and managing documents detailing the benefits to which the retired or pensioned employee associated with you is entitled, as well as contacting them to follow up on the execution of the benefits to which the retired or pensioned employee associated with you is entitled.
10. Preparation of reports related to the activities conducted with the Data Subject.
11. Statistics and historical record of activities carried out with the Data Subject.
12. Sending physical or electronic documentation, as well as managing and monitoring such shipments.
13. Providing the necessary assistance if you contact via telephone, email, instant messaging, social media, or other communication means established by the Data Controller, as well as providing attention and follow-up to requests made to the Data Controller.
14. In case of an accident or medical emergency, on the premises of the Data Controller, to provide the required assistance and contact the person indicated by the Data Subject to inform them of the incident.
15. While on the premises of the Data Controller, through the video surveillance system, to ensure the safety of individuals and the facilities of the Data Controller, as well as to be able to identify individuals related to situations that may compromise any legal interest.
16. Complying with the guidelines and legal provisions regulating the Data Controller.

Secondary Purposes:

We inform you that your personal data will not be handled for any secondary purposes.

For cases in which personal data is obtained indirectly, within 5 (five) business days from the first contact with the Data Controller, the Data Subject may express his/her refusal for the Data Controller to handle the Data Subject's data by sending an email to the direction datapersonales@mm.gmexico.com.

III) People interested in Internships:

Primary Purposes:

1. Inviting you to the selection process for those interested in undertaking professional internships in the organization.
2. Identifying you as someone interested in undertaking professional internships.
3. Compiling and managing your file as someone interested in undertaking professional internships.
4. Assessing your profile and validate if it aligns with the internships conducted.
5. Recording your information in our systems to execute the selection process for those interested in undertaking professional internships within the organization.
6. Managing and conducting interviews to assess your profile.
7. Managing and administering psychometric tests and exams as part of the evaluation of your profile, as well as managing medical studies as part of the evaluation of your profile.
8. Investigating, understanding, and analyzing your professional profile, personality, activities, background, and, if applicable, your work and personal references.
9. Contacting you to inform you about the status of the selection process for those interested in undertaking professional internships in the organization.
10. Providing guidance on activities to be followed for the selection process for those interested in undertaking professional internships in the organization.
11. Recording attendance at in-person or virtual meetings held with the Data Controller, as well as having evidence of their execution.
12. Preparation of reports related to the activities conducted with the Data Subject
13. Statistics and historical record of activities carried out with the Data Subject.
14. Sending physical or electronic documentation, as well as managing and monitoring such shipments.
15. Providing the necessary assistance if you contact via telephone, email, instant messaging, social media, or other communication means established by the Data Controller, as well as providing attention and follow-up to requests made to the Data Controller.
16. In case of an accident or medical emergency, on the premises of the Data Controller, to provide the required assistance and contact the person indicated by the Data Subject to inform them of the incident.
17. While on the premises of the Data Controller, through the video surveillance system, to ensure the safety of individuals and the facilities of the Data Controller, as well as to be able to identify individuals related to situations that may compromise any legal interest.
18. Complying with the guidelines and legal provisions regulating the Data Controller.

Secondary Purposes: We inform you that your personal data will not be handled for any secondary purposes.

For cases in which personal data is obtained indirectly, within 5 (five) business days from the first contact with the Data Controller, the Data Subject may express his/her refusal for the Data Controller to handle the Data Subject's data by sending an email to the direction datapersonales@mm.gmexico.com.

IV) Interns:

Primary Purposes:

1. Identifying you as an intern.
2. Compiling and managing your internship file.
3. Issuing your credentials as an intern.
4. Communicating your start date to employees and other interns.
5. Creating documentation that reflects the activities performed due to job responsibilities.
6. Registering and managing the conditions in which the internships are conducted.
7. Registration, control, and management of work attendance, as well as generating reports of these records.
8. Managing, generating, and delivering internship certificates requested by the Data Subject from the Data Controller.
9. Conducting, analyzing, and managing medical examinations and/or medical consultations to assess your health condition and identify risks.

10. Communicating corporate and administrative information related to the Data Controller.
11. Communicating activities, instructions, or situations related to your internship.
12. Management, application, and monitoring of instruments established by the Data Controller governing internships.
13. Detection of training needs; management and execution of training events; evaluation of your performance in these events; issuance, delivery, and management of documents proving participation in training events, and having documentary, photographic, or audiovisual evidence of their execution.
14. Documenting, following up, and publishing the results of activities aimed at achieving and/or maintaining a positive work environment, such as work recognitions, congratulations on common holidays, congratulations on anniversaries or birthdays.
15. Management, administration, execution, and documentation of organization integration dynamics or activities, as well as having documentary, photographic, or audiovisual evidence of the execution of organization integration dynamics or activities, and their corresponding communication.
16. Collecting audio and/or photographic and/or video evidence of the execution of events, conferences, meetings, and interviews.
17. Creation, production, editing, and communication of material containing documentary, photographic, or audiovisual evidence.
18. Documentation and control of the assignment of computing and electronic communications assets.
19. Creation of the institutional email account; registering you as a user in the systems or technological tools used by the Data Controller and assigning your access to these; management, control, documentation, and monitoring of activities performed in such systems or technological tools; management and control of technical services user support; recording and monitoring of requirements for managing accounts of technological systems or platforms.
20. Preparation of reports related to the activities conducted with the Data Subject.
21. Statistics and historical record of activities carried out with the Data Subject.
22. Sending physical or electronic documentation, as well as managing and monitoring such shipments.
23. Providing the necessary assistance if you contact via telephone, email, instant messaging, social media, or other communication means established by the Data Controller, as well as providing attention and follow-up to requests made to the Data Controller.
24. In case of an accident or medical emergency, on the premises of the Data Controller, to provide the required assistance and contact the person indicated by the Data Subject to inform them of the incident.
25. While on the premises of the Data Controller, through the video surveillance system, to ensure the safety of individuals and the facilities of the Data Controller, as well as to be able to identify individuals related to situations that may compromise any legal interest.
26. Complying with the guidelines and legal provisions regulating the Data Controller.

Secondary Purposes:

1. Providing employment references to a third party.

If you do not want your personal data to be handled for any or all of the additional or secondary purposes, from this moment you can notify us by sending an email to the address datapersonales@mm.gmexico.com.

The refusal to use your personal data for secondary purposes is not a reason to deny the requested services or terminate the established relationship with us.

For cases in which personal data is obtained indirectly, within 5 (five) business days from the first contact with the Data Controller, the Data Subject may express his/her refusal for the Data Controller to handle the Data Subject's data by sending an email to the direction datapersonales@mm.gmexico.com.

V) Third parties related to people interested in internships and/or interns:

Primary Purposes:

1. Filing your data in the file of the individual interested in undertaking professional internships and/or as an intern.
2. Contacting you to validate the data of the individual interested in undertaking professional internships.
3. Contacting you through the means indicated by the employee associated with you to communicate emergencies or urgent situations related to that employee.
4. Management, administration, execution, and documentation of organization integration dynamics or activities, as well as having documentary, photographic, or audiovisual evidence of the execution of organization integration dynamics or activities, and their corresponding communication.
5. Creation, production, editing, and communication of material containing documentary, photographic, or audiovisual evidence.
6. Preparation of reports related to the activities conducted with the Data Subject
7. Statistics and historical record of activities carried out with the Data Subject.
8. Sending physical or electronic documentation, as well as managing and monitoring such shipments.
9. Providing the necessary assistance if you contact via telephone, email, instant messaging, social media, or other communication means established by the Data Controller, as well as providing attention and follow-up to requests made to the Data Controller.
10. In case of an accident or medical emergency, on the premises of the Data Controller, to provide the required assistance and contact the person indicated by the Data Subject to inform them of the incident.
11. While on the premises of the Data Controller, through the video surveillance system, to ensure the safety of individuals and the facilities of the Data Controller, as well as to be able to identify individuals related to situations that may compromise any legal interest.
12. Complying with the guidelines and legal provisions regulating the Data Controller.

Secondary Purposes:

We inform you that your personal data will not be handled for any secondary purposes.

For cases in which personal data is obtained indirectly, within 5 (five) business days from the first contact with the Data Controller, the Data Subject may express his/her refusal for the Data Controller to handle the Data Subject's data by sending an email to the direction datapersonales@mm.gmexico.com.

5. Who can we share your data with?

Your personal data may be transferred within the national territory or abroad, to the following categories of recipients and for the purposes identified below, as well as those indicated in the previous section:

I) For all categories of Data Subjects outlined in this Privacy Notice:

1. **Our parent companies, subsidiaries, and/or affiliates, and/or any company within the same corporate group as the Data Controller** that operates under the same internal processes and policies, for sharing the execution of primary purposes, as well as for statistical and historical record-keeping purposes. Your consent is not required for this transfer.
2. **Institutions providing medical services** so they can provide support in case of accident or medical emergency at the Data Controller's facilities. Your consent is not required for this transfer.
3. **Insurance institutions** so they can provide support in case of accident or medical emergency at the Data Controller's facilities and, if necessary, notify claims and manage insurance payments. Your consent is not required for this transfer.
4. The **person designated by the Data Subject** to inform them of any emergency situation related to you. Your consent is not required for this transfer.

5. **Competent authorities** to comply with their requests upon duly founded and motivated request. Your consent is not required for this transfer.
6. **Providers of instant communication tools and social media** for the exchange of written and/or voice communication. Your consent is not required for this transfer.
7. **Providers of tools for monitoring and tracking** activities conducted with the Data Subject. Your consent is not required for this transfer.
8. **Courier and parcel delivery companies** for the dispatch and delivery of information. Your consent is not required for this transfer.
9. **External auditors** so they can perform and prepare audits conducted on the Data Controller. Your consent is not required for this transfer.
10. **Entities responsible for proving access to facilities** so they can manage access to buildings that are not owned by the Data Controller. Your consent is not required for this transfer.

II) For Current/Retired/Former Employees:

1. **Authorities** to comply with our obligations as an employer, to generate training reports, make credit payments, and address audits. Your consent is not required for this transfer.
2. **Insurance companies** for the procurement of insurance. Your consent is not required for this transfer.
3. **Banking institutions** to make payments. Your consent is not required for this transfer.
4. **Employee service providers** for sending and delivering the necessary information for the management and/or provision of the relevant benefit. Your consent is not required for this transfer.
5. **Airline and hotel service providers** for flight or hotel reservation for the fulfillment of work-related assignments. Your consent is not required for this transfer.
6. **Immigration authorities** for the management of immigration procedures. Your consent is not required for this transfer.
7. **Social media or mass media companies** for the publication of a news article related to the employee, as well as for the publication of evidence derived from events. Your consent is not required for this transfer.
8. **Government authorities** to report participation in community projects. Your consent is not required for this transfer.
9. **Labor unions** for the administration of collective labor agreements. Your consent is not required for this transfer.
10. **Social media or mass media companies** for the publication of a news article related to the employee with whom there is a relationship, as well as for the communication of evidence derived from events. Your consent is not required for this transfer.
11. **Laboratory service providers** for the execution of laboratory tests. Your consent is not required for this transfer.
12. **Retirement plan administrators** for the management of said retirement plans. Your consent is not required for this transfer.
13. **Notary firms** for the formalization of instruments. Your consent is not required for this transfer.
14. **Authorities handling legal matters** to prove the representation under which actions are taken on behalf of the relevant company. Your consent is not required for this transfer.
15. **Individuals and/or legal entities with whom a legal relationship is formalized** to prove the representation under which actions are taken on behalf of the relevant company. Your consent is not required for this transfer.

III) For third parties related to Current/Retired/Former Employees:

1. **Insurance companies** for the procurement of insurance. Your consent is not required for this transfer.
2. **Banking institutions** to make payments. Your consent is not required for this transfer.
3. **Immigration authorities** for the management of immigration procedures. Your consent is not required for this transfer.
4. **Social media or mass media companies** for the publication of a news article related to the employee with whom there is a relationship, as well as for the communication of evidence derived from events. Your consent is not required for this transfer.
5. **Retirement plan administrators** for the management of said retirement plans. Your consent is not required for this transfer.

IV) People interested in Internships:

1. **Notary firms** for the formalization of instruments. Your consent is not required for this transfer.
2. **Academic institutions** to validate your information. Your consent is not required for this transfer.
3. **Laboratory service providers** for the execution of laboratory tests. Your consent is not required for this transfer.

IV) Interns:

1. **Laboratory service providers** for the execution of laboratory tests. Your consent is not required for this transfer.
2. **Social media or mass media companies** for the publication of a news article related to the employee with whom there is a relationship, as well as for the communication of evidence derived from events. Your consent is not required for this transfer.

V) Third parties related to Interns:

1. **Social media or mass media companies** for the publication of a news article related to the employee with whom there is a relationship, as well as for the communication of evidence derived from events. Your consent is not required for this transfer.

The Law establishes that the aforementioned data transfers do not require your consent to be conducted. Any transfer of your personal data that does require your consent shall be informed in advance through the communication and updating of this Privacy Notice, and prior to the communication of said data.

6. ARCO Rights.

You have the right to exercise your rights of Access, Rectification, Cancellation, or Opposition (ARCO) on your personal data. Please note that the ARCO Rights include:

- **Access:** the right to know what data we have about you and how we use or share it.
- **Rectification:** the right to request the rectification of your data at any time if, for any reason, it is incorrect, inaccurate, or incomplete in our databases.

- **Cancellation:** the right to request the deletion of your information, from its blocking to its subsequent permanent removal.
 - **Opposition:** the right to indicate a legitimate reason for us to stop using your personal data.
- a) **Media.** If you wish to exercise your rights of access, rectification, cancellation, or opposition (ARCO rights) regarding your personal data, you or your legal representative must submit a request addressed to our Personal Data Department by sending an email to the following address: datapersonales@mm.gmexico.com.
- b) **Personal Data Department.** Your requests will be processed by our Personal Data Department located at Campos Eliseos número 400, Col. Lomas de Chapultepec, Alcaldía Miguel Hidalgo, CP 11000, Mexico City, Mexico. Please, direct any communication to: datapersonales@mm.gmexico.com.
- c) **Procedure.** If you wish to exercise your rights of access, rectification, cancellation, or opposition (ARCO rights) regarding your personal data, you may submit an "ARCO Rights Request" following the format defined by the Data Controller. We ask you to request it by emailing datapersonales@mm.gmexico.com. Otherwise, you may submit a free-format request, which should at least include:
- i) Your full name and address, or another means to communicate the response to your request.
 - ii) A copy of an ID document (please see the list of documents supported in section "d) Documents to verify the identity of the Data Subject").
 - iii) If making the request through a representative, the representative's name, and documents to verify their identity and authority. (Please see the list of documents supported in section "e) Documents to verify the identity and authority of the legal representative").
 - iv) A clear and accurate description of the personal data for which you wish to exercise the corresponding right, as well as information related to it.
 - v) Specific requirements for each type of right to be exercised:
 - a. Right of access: We ask that you specify the manner in which you prefer the requested personal data to be reproduced, for example, the delivery of a simple copy, delivery of a copy in electronic media, or sending to an email.
 - b. Right of Rectification: We ask that you specify the modifications you request to be made to the personal data and provide supporting documents for the request.
 - c. Right of Cancellation: We ask that you specify the reasons motivating the request for the deletion of data from the files, records, or databases of the Data Controller.
 - d. Right of Opposition: We ask that you specify the reasons or situation leading you to request the termination of the handling of your personal data, as well as the harm or damage that would be caused if such handling continues; or alternatively, you must indicate the specific purposes for which you wish to exercise this right.
 - vi) Any other information you consider important to address your request or locate your personal data.

If the received request is insufficient or incorrect for handling, or if the indicated documents are not attached, the Data Controller will have a period of 5 (five) business days from receiving the request to request you, only once, to provide the necessary elements or documents to handle it. You will have a period of 10 (ten) business days to address the requirement, as of the day following the receipt of the request. If no response is given within this period, the corresponding request will be considered as not submitted.

If the request is properly completed, along with the required documentation, the Data Controller shall communicate to the Data Subject the decision adopted regarding the request within a maximum period of 20 (twenty) business days from the date the access, rectification, cancellation, or opposition request was received. If the request is deemed valid, the Data Controller shall implement the decision within a maximum period of 15 (fifteen) business days as of the notification of the decision. The aforementioned deadlines may be extended by an equal period when the circumstances of the case justify it.

The decision adopted by the Data Controller resulting from the exercise of ARCO rights will be sent by email (or to the address provided for this purpose in your request).

The exercise of the rights indicated here will be free of charge; however, for the exercise of the Right of Access, the Data Subject will only need to cover, if applicable, the shipping costs or the cost of reproducing copies or other formats. Likewise, for the exercise of the Right of Access, the Data Controller will deliver the personal data according to the modality indicated by you.

Keep in mind that your identity and, if applicable, that of the representative, as well as the representative's authority, must be duly proven prior to exercising the relevant right, if applicable, by presenting the original documents mentioned above or a certified copy of them, for verification purposes.

The exercise of ARCO rights may be denied in the following cases:

- i. If you are not the Data Subject of the personal data, or the legal representative is not duly accredited for it.
- ii. When we cannot find your data in our databases.
- iii. If the request violates the rights of a third party.
- iv. If there is a legal impediment or a resolution from a competent authority that restricts access to personal data or does not allow rectification, cancellation, or opposition to them; and
- v. When rectification, cancellation, or opposition has been previously conducted.

Our denial may be partial, and in such cases, we will address your ARCO rights to the extent that is appropriate.

In all the above cases, we will explain the reason for our decision and communicate it within the established deadlines, using the same means by which you made your request.

d) Documents to verify the identity of the Data Subject:

Prove your identity, the following identifications will be considered valid:

- i) For Mexican citizens by birth or naturalization:
 - a. Valid voter identification card issued by the National Electoral Institute.
 - b. Valid passport.
 - c. Current professional license.
 - d. Valid ID card from the National Institute for Senior Citizens.
 - e. The identity of minors can be proven through their birth certificate, Unique Population Registry Code, identification cards issued by educational institutions or social security institutions, passport, or any other official document used for this purpose.
 - f. The identity of individuals under interdiction or declared incapacity by law can be proven through their birth certificate, Unique Population Registry Code, valid passport, or any other valid official document or identification issued for this purpose.
- ii) For foreigners:
 - a. Valid migratory document corresponding, issued by the competent authority (if applicable, migratory extension or renewal).

e) Documents to verify the identity and authority of the legal representative:

To verify the identity of the legal representative, the documents indicated in the immediately preceding section shall be considered valid. Verification of authority as a legal representative can be conducted through any of the following mechanisms:

- i) Simple power of attorney signed before two witnesses, attaching a simple copy of their official identifications.
- ii) Document signed by a Notary Public.
- iii) The Data Subject and their representative appearing to declare in person before the data controller.
- iv) For minors, authority is verified through the minor's birth certificate.
- v) ARCO rights requests for personal data of individuals under interdiction or legal incapacity:
 - a. Document verifying the identity of the Data Subject.
 - b. Legal instrument appointing a guardian.
 - c. Official identification of the guardian.
 - d. Letter stating, under oath, that they exercise guardianship and are not within any of the legal scenarios for its suspension or limitation.

7. Do you want to revoke your consent or limit the use of your data?

You have the right to revoke your consent for the handling or transfer of your personal data; this revocation may result in terminating the relationship with us. If there are reasons of public interest or legal obligations, we may deny the revocation of your consent for certain purposes.

If you revoke your consent, and such revocation is valid, we will cease handling your personal data for the purposes indicated in this Privacy Notice that are valid or expressly requested. Notwithstanding the above, revoking your consent does not guarantee that third parties who have had access to your personal data will immediately cease handling it, nor in the future, as they may use your information for their own purposes and under their own privacy notices.

You may send your request for revocation of consent to datapersonales@mm.gmexico.com, following the instructions applicable to the exercise of ARCO Rights.

You can also limit the use or disclosure of your personal data by directing the corresponding request to our Personal Data Department. The requirements to prove your identity, as well as the procedure to address your request, will be the same as those indicated for the exercise of ARCO rights.

We have means and procedures to ensure the inclusion of some of your data in our own exclusion lists when you expressly request their inclusion. In such cases, we will provide the requesting Data Subjects with the corresponding registration certificate.

8. Cookies.

On our website and forms, we use cookies and other means that allow us to collect information when you visit and navigate through it.

The cookies used by the Data Controller allow us to collect, analyze, and store electronic information related to your browsing habits and the use of our communication channels and forms. Cookies enable the automatic collection of information at the very moment the user uses our website and our online services (such as chatbots).

For more detailed information about cookies and how you can disable them based on your browser and operating system, we recommend visiting the site www.allaboutcookies.org, which explains how to disable them step by step.

However, please be aware that if you disable cookies or prevent their installation, you may not be able to use some functions of our website fully or correctly.

9. Changes to the Privacy Notice.

We may modify, update, extend, or otherwise change the content and scope of this Privacy Notice at any time and at our sole discretion. Updates to this Privacy Notice will be published on our website on the internet. At any time, you can request the latest version of this Privacy Notice from our Personal Data Department, through the email address datapersonales@mm.gmexico.com. When legally applicable and if we have your email address, we may communicate changes to this Privacy Notice through that means of communication.

If you have accessed this Privacy Notice electronically or if you wish to express your refusal for the handling of your data for secondary purposes, you can communicate this decision at any time through the established means for the exercise of your ARCO rights.

10. Questions or clarifications.

If you have questions or clarifications about this Privacy Notice, you can contact our Personal Data Department via datapersonales@mm.gmexico.com.

**Last Update:
January 10, 2024.**