

PRIVACY NOTICE

I. IDENTIFICATION OF THE DATA CONTROLLER.

MEIKO TRANS DE MEXICO, S. de R.L. DE C.V., hereinafter **MEIKO**, with address at Blvd. Diaz Ordaz 1370 Int. 701, Col. Jardines de Irapuato, Irapuato, Guanajuato, C.P. 36660, Mexico, hereby inform you that the personal information of all our clients and potential clients we are gathering from you is treated in strict confidence, accordingly, you have our full assurance that when you are acquiring our services, we are making a permanent effort to safeguard and protect it.

II MEANS OF OBTAINING THE PERSONAL DATA.

MEIKO collects the following personal data that are necessary and applicable to comply with the purposes set forth in this Privacy Notice, depending on the relationship that exists with you.

a. Personal data that we collect in person

Personal data of identification, assets, financial situation, employment.

b. Personal data we collect directly by electronic mail and telephone.

Personal data of identification, assets, financial situation.

c. Personal data we collect indirectly through transfers by third parties as specialist recruiters.

Personal data of identification.

III. PURPOSES.

More than a policy, in **MEIKO** we have the philosophy of maintaining a close and active relationship with our clients and potential clients. In terms of what is established by the Federal Law of Protection of Personal Data in possession of Individuals and its Regulations, hereinafter The Law, the personal data you provide us will be used for the following purposes:

a. Necessary for the provision of service:

- i. Understand your needs.
- ii. Determine if the services of **MEIKO** meet your needs.
- iii. Inform about services that may be of interest to you.
- iv. Enter into contracts between you and **MEIKO**.
- v. Contact for meetings or follow up discussions
- vi. Provide logistic services.
- vii. Send guides or materials for services.
- viii. Answer your requests.
- ix. Perform analysis to improve services, based on our surveys.
- x. Process complaint requests and / or clarifications.
- xi. Keep our records updated to answer your questions.
- xii. Follow up our business relationship.
- xiii. Comply with the laws, regulations and other applicable legal provisions

b. Not necessary for the provision of the service:

1. To do statistical studies according to the services offered by **MEIKO**.

It is important to mention that the last (i), (ii), (iii), (iv), (v), (vi), (vii), (viii), (ix), (x), (xi), (xii), and (xiii) give rise to and are necessary.

You have the right to oppose, or to revoke your consent for **MEIKO** to stop treating your personal data for such purposes, according to the procedure indicated in section IV or V of this Privacy Notice. It is your knowledge that you have a period of 5 working days to express your refusal regarding the processing of your personal identification data obtained indirectly, in relation to the purpose of subsection (b) of this section, in accordance with the mechanism established in section IV of this Privacy Notice.

IV. OPTIONS TO LIMIT THE USE OR DISCLOSURE OF YOUR PERSONAL DATA.

MEIKO invites you to send us your questions or comments about the treatment of your personal data at the following email address contact@meiko.mx

V. REQUEST FOR ACCESS, RECTIFICATION OR CANCELLATION OF, OR OBJECTION TO, PERSONAL DATA (ARCO RIGHTS) AND REVOCATION OF CONSENT.

All of your personal data are treated in accordance with the applicable and valid legislation in force in the country, we therefore inform you that you have the right at all times to **Access, Rectify, Cancel, or Object to** the treatment we give to your personal data, and to revoke the **Consent** given for their treatment. Rights which may be asserted by going to the **MEIKO** at the address of the Data Controller in person, with a copy of your official identification to receive the ARCO Rights Application Form, or else by emailing a request to contact@meiko.mx to receive the ARCO Rights Application Form by email, which must then be presented in person at the address of the Data Controller

in the offices of the General Management, enclosing a copy of your official identification to prove your identity. Through these channels you will be able to **Access, Rectify, Cancel, or Object to** or, if applicable, **Revoke** the consent to the processing of your personal data. The reply to your ARCO Rights application will be sent to the email address you have provided, or given to you in person at the address of Data Controller, within a period of 20 business days counted from the date of receipt of the application. You are also informed that the right of access shall be considered fulfilled when the respective reply is sent to you by the means indicated above.

The exercise of the Rights ARCO shall be free, but the data subject shall have to pay the expenses for mailing, reproduction and/or certification of documents. However, if the data subject exercises the same right within a period of less than 12 months, the reply to the request shall have a cost not in excess of three times the current general minimum daily wage.

You may appeal to the National Institute of Transparency Access to Information and protection of Personal Data (INAI) if you do not agree to the processing of your personal data.

VI. TRANSFERS OF PERSONAL DATA.

Transfers not requiring consent:

Please be advised that in order to comply with the purposes set out in III of this Privacy Notice, your personal data will be transferred and treated in and outside the United Mexican States by persons other than **MEIKO**. In this regard and pursuant to the provisions of the Law and its Regulations, your personal data may be transferred without the need for your consent to: (i) Third party service providers, solely and exclusively for the fulfillment of the purposes established in subsection III of this Privacy Notice; (ii) to the tax authorities for purposes of compliance with the relevant provisions. (iii) to subsidiary companies or matrices of **MEIKO** for purposes of internal administrative control.

MEIKO informs you that it does **NOT** transfer your personal data for non-necessary or secondary purposes.

Transfers with consent:

"**MEIKO**" does not transfer personal data to third parties for secondary purposes.

VII. USE OF COOKIES.

MEIKO informs you that we use "cookies" with the purpose to determine the user's profile and to measure access behavior to our services. The personal information we gather electronically, as well as the purposes of its treatment are stated in this Privacy Notice.

VIII. AMENDMENTS TO THE PRIVACY NOTICE.

MEIKO may amend this Privacy Notice from time to time. These amendments can be consulted at the following sources:

1. Our webpage <https://www.meiko.mx/>
2. In person at the facilities of the Data Controller.
3. Any other verbal, printed or electronic means of communication determined by "**MEIKO**" for this purpose.