



PRIVACY NOTICE

COPRECI DE MEXICO, S.A. DE C.V., in compliance with the Federal law of protection of personal data in the possession of individuals, issues this privacy notice, as it receives and retains personal information of its customers, employees and suppliers, bringing a legitimate agreement, controlled and informed, guaranteeing their rights of privacy and the appropriate use of such data for the manufacturing, purchase, sale and distribution of gas valves and several components for appliances, completion of formalities with authorities and public institutions as the IMSS and Infonavit, policies of life insurance and of major medical expenses, formalities and administrative procedures of hiring employees and suppliers of the company in its different areas, payment of payroll and commissions, control of collective account balances, hiring and subcontracting of employees, management of resources, to establish contact and communication with customers and suppliers, shipping quotes, billing, price changes, etc., as well as the internal control of the various activities to be carried out for the industrial and commercial activity that develops.

I. - Identification of the Responsible for and processing of your personal data.

In accordance with the provisions of article 17, section II of the Federal law of protection of personal data in possession of Individuals we inform you that COPRECI DE MEXICO, S.A. DE C.V. established at Calle one #736, Colonia Zone Industrial, C.P. 44940, Guadalajara, Jalisco, will treat the personal data collected from you in accordance with this privacy notice.

II. Purposes.

The treatment will be done with the following purposes:

a.-Necessary for the legal relationship with the person in charge:

Obtain the necessary information from customers and suppliers to carry the work, commercial and industrial relationship for manufacturing, purchase, sale and distribution of gas valves and several components for household appliances, in addition to maintaining communication via e-mail and telephone with customers and suppliers, making contact on the occasion of our commercial and industrial relationship, billing, change of prices, etc. Thus, for procedures before

the IMSS and Infonavit, life and health insurance policies as well as to carry out the hiring of suppliers of the company, hiring and outsourcing of employees. Being that, the personal data requested, are the following:

- i. Clients: full name; address; Phone #; E- mail; Certificate of registration in the RFC; bank account details, such as Bank, interbanking access code ; Credit application ; among others.
- ii. Suppliers: certificate of registration in the RFC; Full name; address; Phone; E- mail; Electoral voting credential (IFE) of the entrepreneur or if any ,the legal representative of the Company`s representative ; Proof of address (in case legal representative); bank account details, such as Bank, interbanking access code , among others.
- iii. Employees: name; address; Phone# ; E- mail; Judicial Clearance letter ; Electoral voting credential; Copy of CURP's in the case of 18 years old beneficiaries or older; Certificate of registration in the RFC; Infonavit retention letter. (In case of having a Infonavit credit); Proof of address ; Bank account details, such as Bank, interbank access code ; Proof of studies certifications; affiliation number to IMSS; among others.

b.- Others:

- i. Make transfers with your personal data to third parties, in terms of the privacy notice.

Therefore and for achieving the purposes previously exposed, the following personal data are needed : name, last name, address, telephone, email, RFC, CURP, bank details such as account number and interbank access code , among others.

III. Options for limiting the use or disclosure of your personal data.

The Head of the Department has appointed a manager of personal data (“person in charge of the privacy or privacy officer”), therefore you can restrict the use or disclosure of your personal information in a personal way to "the Head of the Department ", in the address of the Company which has been pointed out above.

IV. Means to revoke the consent to the processing of personal data.

You can revoke your consent to the treatment of your personal data in the same way by its given consent. If subsequent to the revocation, you request confirmation of the same, "the Responsible for" will respond you expressly.

V. Means to exercise the ARCO rights .

You have the right to **(i) access** to your personal data in our possession and details of the treatment thereof, **(ii) rectify** them in case of being inaccurate or incomplete, **(iii) delete** them when you consider that it is not needed for any of the purposes outlined in this privacy notice, or they are being used for purposes not consented or complete the contractual relationship or service, or **(iv) oppose** the processing thereof for specific purposes, as the law says so, (collectively, the "ARCO RIGHTS").

For the exercise of their rights, must submit an application (the "ARCO application "), the person in charge, to the attention of the Privacy Officer at the contact address, accompanied by the following information and documentation.

- a. Your name, address and e-mail address to be able to communicate the answer to the request.
- b. A copy of the documents proving your identity (copy of **IFE** Electoral voting credential, passport or any other official identification) or if necessary, documents proving their legal representation, whose original must be presented in order to receive the response of the controller.
- c. A description clear and accurate of personal data with respect to which it seeks to exercise any of the ARCO rights.
- d. Any document or information that facilitates the location of your personal data; and
- e. If you request a correction of your personal data, you must also indicate the modifications to be made and provide documentation supporting your request.

The Privacy officer will respond to your ARCO request and the reasons for its decision by email, within a maximum period of 20 working days from the day that your ARCO request is received. In case the ARCO request answer was either affirmative or the coming part, the requested changes will be made within a maximum period of 15 working days. Responsible may notify you within the deadlines referred to in this paragraph the extension of the same one, only once, for a period equal to the original.

The Manager may deny access ("the negative") so that you exert their rights arch, on the assumptions that, permitted by law so it must inform you the reason for such decision. The refusal may be partial, in which case the Responsible will make access, rectification, cancellation or opposition in the coming part.

The exercise of the ARCO rights will be free, but if you reiterate its request in one period of less than 12 months, the costs will be of three days of the General minimum wage in force in Mexico City, plus tax, unless there are substantial changes to the privacy notice, giving rise to new ARCO applications. You must cover the justified cost of shipping or the cost of reproduction in copies or other formats and where appropriate, the cost of the certification of documents.

VI. Changes or modifications to the Privacy Notice.

The Manager reserves the right to make at any time modifications or updates to this privacy notice, on the understanding that any change to it you will be inform you by posting a notice on the website of the Responsible, so please check it frequently. In case that a breach of security occurs at any stage in the processing of personal data, affect significantly their economic or moral rights the Privacy Officer will tell you immediately by e-mail the event of breach of security, so that you can take appropriate measures for the defense of their rights. If the Responsible do not have your e-mail address, the notification will be published on the website of the Responsible.

VII.-images, videos, and photos.

Employees and visitors to the company, will be video recorded by cameras during all the time of their stay at the location of COPRECI DE MEXICO, S.A. de C.V., for the purposes for which the company has decided, as it is the safety of everyone in the Company, as well as for purposes of care and supervision of materials,products and goods of the company, as well as for the monitoring of the processes and activities of the company be the right ones. The information, data, software, photographs, images, graphics, videos and any other material that is photographed or recorded by the company in its location, is the exclusive property of COPRECI DE MEXICO, S.A. DE C.V. The content of the videos and photographs is reviewed periodically.

VIII.-consent.

I give my consent to the treatment of my personal data for the purposes necessary for the legal relationship with the person in charge (refusing to the treatment of your personal data will result in the inability to establish a legal relationship with the person in charge).