

PROCEDURE FOR ACCESS, RECTIFICATION, CANCELLATION AND / OR OPPOSITION OF USE OF YOUR PERSONAL DATA (ARCO RIGHTS).

ITP Aero México informs you that In accordance with the provisions of articles 16, section IV and 33 of the Federal Law on Data Protection, and 90 and 102 of its Regulations, which, as the owner of personal data, you can limit the use or disclosure of your personal data; as well as exercise, when applicable, the following rights: Access, Rectification, Cancellation of personal data and / or Opposition to the use thereof. These rights are known as ARCO rights.

To exercise your rights, you should fill the ARCO FORM directly in our offices, address Acceso IV No. 6, Zona Industrial Benito Juarez, Queretaro Qro., Mexico, CP 76120, requesting this format from the Data Protection Officer following the instructions for filling , and attaching the documents indicated by the format itself from 9:00 a.m. to 4:00 p.m. on business days; or in you can request it by sending an email to privacidaddedatosmex@itpaero.com, It's necessary you could have a receipt from being received by our data protection officer, filling out and attaching the documents indicated in your filling instructions. The requested information can be sent in digital file or in copies at our facilities at the indicated hours of service.

Your ARCO form, in all cases, must contain and be attached by the following:

- I. The name of the owner and address or other means to communicate the response to your request;
- II. The documents that prove the identity or, where appropriate, the legal representation of the owner;
- III. The clear and precise description of the personal data with respect to which one seeks to exercise any of the aforementioned rights, and
- IV. Any other element or document that facilitates the location of personal data or that refers to the relationship that the company has with you and your personal data.
- V. In the case of requests for Rectification of personal data, the owner must indicate, in addition to the above, the modifications to be made and provide the documentation supporting his request.

Once your ARCO application has been received, you must be accused of receiving it and you will be answered within a period that will not exceed twenty business days, counted from the date on which the request for access, rectification, cancellation or opposition was received, the decision adopted, so that if it is appropriate, it becomes effective within fifteen days following the date on which the answer is communicated to the Holder. Except in those cases in which, due to the nature of the data that is the subject of your request, it is necessary to extend the deadlines or require additional information for not being sufficient, in all cases you will be informed of said circumstances.

In the event that the information provided in the application is insufficient or erroneous to attend it, or if the documents referred to in this section are not attached, ITP Aero México may require to you for a once, within 5 days after the receipt of the request, which provides the elements or documents necessary to process it. You will have ten days to meet the requirement, counted from the day after you received it, if no answer is given within that period, the corresponding request will be deemed not submitted.

The response to requests that comply with the aforementioned data will be notified to the owner via email, likewise, they will be available at the [ITP Aero Mexico](#) address same as described above, during business hours from Monday to Friday of 9: 00 to 16:00 hours. Only in cases where your address is outside the city, and in the case of sensitive data, the response will be

sent via ordinary mail or courier in a sealed envelope, and must cover the expenses generated if you prefer.

OF THE REVOCATION OF YOUR CONSENT FOR THE USE OF YOUR PERSONAL DATA.

You can revoke the consent that, in your case, you have granted us for the treatment of your personal data according to the previous procedure. However, it is important to keep in mind that not all cases will be able to meet your request or conclude the use immediately, since it is possible that due to some legal obligation to continue to treat your personal data. Likewise, you must consider that for certain purposes, the revocation of your consent will imply that **ITP Aero Mexico** can not continue providing the service and / or product that you requested, or the conclusion of your relationship with ITP Aero México.

It is important to mention that the right of the holder to express his refusal is without prejudice to his right to revoke consent, or to exercise at any time his right of opposition, in case he does not state his refusal.

LIMITATION OF USE OR DISCLOSURE OF YOUR PERSONAL INFORMATION.

You can limit the use and disclosure of your personal information by requesting your registration in the exclusion list "Personal Data Limitation Registry", so that your personal data is not processed for marketing, advertising or commercial prospecting purposes on our part . For more information send an email to the following address: privacidaddatosmex@itpaero.com.

You can also limit you're the access or disclosure making a registration in the Public Registry to Avoid Advertising, which is in charge of the Federal Consumer Attorney, in order that your personal information is not used to receive advertising or promotions of companies of goods or services. For more information about this registration, you can consult the PROFECO's Internet portal, or contact it directly.

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