



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

ITP Aero Mexico informs you that in accordance with the provisions of Articles 16, section IV and 33 of the Federal Law on Protection of Personal Data in Possession of Private Individuals (LFPDPPP), and 90 and 102 of its Regulations that in your capacity as owner of your personal data you may limit the use or disclosure of your personal data; as well as exercise, where appropriate, the following rights: Access, Rectification, Cancellation and/or Opposition to the use of your personal data. These rights are known as ARCO rights.

To exercise your rights, you may fill out the ARCO FORM directly at our offices, locate in the address "Acceso IV No. 6, Zona Industrial Benito Juárez, Querétaro Qro., Mexico, CP 76120", requesting said form to the Data Protection Officer from 9:00 to 16:00 hrs on working days; or you may request it by e-mail to privacidaddatosmex@itpaero.com so it may be acknowledged by our Data Protection Officer, filling out and attaching the documents indicated in the form itself. The requested information may be sent in digital file or in paper copies at our facilities during the opening hours indicated.

Your ARCO form shall, in all cases, contain and be accompanied by the following:

- I. The name of the data subject, the address and an e-mail account or other means of communicating the response to your request;
- II. The documents accrediting the identity or, as the case may be, the legal representation of the owner;
- III. The clear and precise description of the personal data in respect of which the exercise of any of the aforementioned rights is sought, and
- IV. Any other element or document that facilitates the location of the 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 your request.

Once we receive your ARCO request, we will acknowledge receipt and reply to it within a period not exceeding twenty working days, counted from the date on which the request for access, rectification, cancellation or opposition was received, the determination adopted, in order that, if it is appropriate, it becomes effective within fifteen days from the date on which the response is communicated to the owner or the representative. Except in those cases in which, due to the nature of the data subject of the request, it is necessary to extend the deadlines or require additional information because the information provided is not sufficient, in all cases you will be informed of such circumstances.

In the event that the information provided in the request is insufficient or erroneous to meet it, or not accompanied by the documents referred to in this section, ITP Aero México may require the owner only once, within 5 days of receipt of the request, to provide the elements or documents necessary to process it. The owner shall have ten days to respond to the requirement, counted from the next day it is received, if no response within that period, the corresponding request shall be deemed not filed.



The response to requests that comply with the above data will be notified to the holder via encrypted email, likewise, will be available at the address ITP Aero Mexico same as described above, in the hours of operation from Monday to Friday from 9:00 to 16:00 hours. Only in cases where you wish to receive them on paper you can pick them up at our address or if you wish to be sent outside the State and in the case of sensitive data, the response will be sent by courier in a sealed envelope, having to cover the costs generated previously with the courier company of your choice, if you prefer.

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

You may revoke any consent you may have given us for the processing of your personal data in accordance with the above procedure. However, it is important that you bear in mind that not in all cases it will be possible to meet your request or terminate the use immediately, as it is possible that some legal obligation may require us to continue processing your personal data. Also, you should consider that for certain purposes, the revocation of your consent will mean that ITP Aero Mexico can no longer provide the service and / or product you requested, or the conclusion of your relationship with ITP Aero Mexico..

It is important to mention that the right of the data subject to express his/her refusal to the processing of the data does not prejudice the right to revoke consent, nor to exercise the right to object at any time, in the event that the data subject does not express his/her refusal to the processing of the data.

LIMITING THE USE OR DISCLOSURE OF YOUR PERSONAL INFORMATION.

You may limit the use and disclosure of your personal information by requesting to be registered in the exclusion list "Personal Data Limitation Register", so that your personal data will not be processed for marketing, advertising or commercial prospecting purposes by us. For further information please send an e-mail to the following address: privacidaddatosmex@itpaero.com

You can also limit access by registering in the Public Registry to Avoid Advertising, which is in charge of the Federal Consumer Protection Agency (PROFECO), so that your personal data will not be used to receive advertising or promotions from companies offering goods or services. For more information on this registry, you can consult the PROFECO website, or contact it directly.

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