

## PRIVACY STATEMENT

Through this notice we inform you that due to our commercial activity and / or labor needs that we may have for the operation of the Company, we will collect your personal data and sensitive personal data for the purposes mentioned in this **PRIVACY STATEMENT**. In this sense, we inform you that your personal data will be processed and protected based on the principles of legality, quality, consent, information, purpose, loyalty, proportionality and responsibility, enshrined in the Federal Law on Protection of Personal Data in Possession Individuals. Likewise, we inform you that the information you provide us will be collected and used by ANÁLISIS POR INSTRUMENTOS Y SOFTWARE PARA CMMS, SA DE CV, with address at 27 Poniente number 507-103, in the City of Puebla, Puebla, through of the CC MIRIAM ORTEGA MORALES and / or MARTHA GLEY ESPINOSA USCANGA.

The purpose of collecting your personal data and sensitive personal data with the express authorization of your person from the signing of this notice, is in order to use such data for the following fines:

- i. For questions and purely commercial purposes that you contract with our Company (including banking information, service hours, details about any machinery),
- ii. Make transparent before third parties for advertising fines,
- iii. To contact you and send you relevant information,
- iv. Identify you as a CLIENT or EMPLOYEE of ANALISIS POR INSTRUMENTOS Y SOFTWARE PARA CMMS, S.A. DE C.V.
- v. To carry out all the necessary internal procedures related to the current employment relationship (check references, provide them to third parties for labor fines, etc ...), including payment issues. (Applies for collaborators or applicants)

Therefore, it requests your consent through this **PRIVACY STATEMENT**.

We inform you that your personal data and your sensitive personal data will be protected under strict administrative, technical and physical security measures which have been implemented in order to protect your personal data against damage, loss, alteration, destruction or use, unauthorized access or treatment.

As the owner of the personal data that is the object of this PRIVACY STATEMENT, you may exercise your rights of access, rectification, cancellation or opposition (ARCO Rights), which are enshrined in the Federal Law on Protection of Personal Data Held by Private Parties. This way, you can revoke the consent granted for the use of your personal data.

In any of the cases, you can make your request by sending an email to Ing. Martha Gley Espinosa Uscanga email: [mgley.espinosa@soporte-metrology.com](mailto:mgley.espinosa@soporte-metrology.com), ADMINISTRATION MANAGER of the company, where in a maximum period of 48 hours we will contact you to

Laboratorio Central Puebla  
Av. 27 Poniente No.511  
C.P. 72420 Puebla, Puebla.



Laboratorio Satélite Saltillo  
Manzana 8, Lote 6.  
Parque Industrial FINSA Coahuila,  
C.P. 25904 Ramos Arizpe, Coahuila.

E-mail: [info@soporte-metrology.com](mailto:info@soporte-metrology.com)

+52 (222) 243 79 55

[www.soporte-metrology.com](http://www.soporte-metrology.com)

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verify the respective to your report. The foregoing in order to be able to meet your request within a maximum period of 20 business days from the date the respective request is received, and if the modifications, rectifications or cancellation of data are considered appropriate, they will be made within a maximum period of 15 business days, communicating immediately in both cases, it must satisfy all the requirements stipulated in the Federal Law on Protection of Personal Data Held by Private Parties. Through the PERSONAL INFORMATION CLARIFICATION RESOURCE, of which the ADMINISTRATIVE MANAGEMENT will indicate the requirements that must be met and the steps to follow.

In case of disagreement with our response to your request, or of not receiving it within the established deadlines, you are empowered to file the DATA PROTECTION REQUEST, provided for in articles 45 and 46 of the Federal Data Protection Law Personal in Possession of Individuals. Once the response from our company is obtained, it is requested that you directly communicate your agreement or disagreement with it, and the reasons that motivate it, in order to provide you with a better service each time

Your personal data and / or sensitive personal data may be transferred to third parties, when necessary to comply with the obligations that ANÁLISIS POR INSTRUMENTOS Y SOFTWARE PARA CMMS, S.A. DE C.V. has with Authority. The foregoing without prejudice to the exceptions of the Federal Law on Protection of Personal Data Held by Individuals. Therefore, we request your express consent to make such transfers. (Select only 1 option by marking it with an X).

If I give my consent for the transfer of my data.

I do not give my consent for the transfer of my data

I RECEIVED CONFORMITY

\_\_\_\_\_  
NAME, DATE AND SIGNATURE

<sup>1</sup> If you are not in the corporate offices, please print it, fill it out and send it scanned to the email address mentioned in this document.