

## NOTICE OF PRIVACY

In compliance with articles 15, 16 and others related to the Federal Law on Protection of Personal Data Held by Private Parties ADITIVOS, SELLADORES E IMPERMEABILIZANTES S.A. DE C.V., makes the privacy notice available to you in accordance with the following points:

### **I. The identity and address of the person responsible for collecting personal data:**

ADITIVOS, SELLADORES E IMPERMEABILIZANTES S.A. DE C.V., is a legal person constituted in accordance with Mexican legislation who is responsible for treating, collecting, protecting and preserving personal data, including those called sensitive, patrimonial and financial. Whose main purpose are the services of: creation, modification, production, distribution, promotion, commercialization, application, maintenance and solution of products, substances, chemicals, materials intended for the protection, creation of pavement, streets, highways, parking and other surfaces in which these materials can be used.

That indicates as the address to hear and receive all kinds of notifications the address marked with Calle Hierro, Exterior Number 9 - A, San Pedro Xalostoc, Localidad Ecatepec Del / Municipio Ecatepec, Mexico, C.P. 55320.

### **II. How to obtain personal data:**

We can obtain information through the following means:

- When you provide it to us directly in writing;
- In verbal form;
- Submit your job application or curriculum document;
- Through an interview;
- Online or electronic forms;
- Telephone services;
- Social networks;
- Website;
- Any other way allowed by law.

### **III.- The data we collect:**

The personal data that we obtain to fulfill the purposes established in this notice are:

#### **A. Personal data we collect:**

- Full name;
- Nationality;
- CURP;
- Age;
- Sex;
- Date of birth;
- Place of birth;
- Home address;
- Home phone number;
- Cell phone number;

- Email;
- Handwritten signature;
- Photography;

**B. Personal Data that we will collect for people who want to be employed or who have been hired:**

- Those established in point “A” immediately above;
- Present and previous jobs;
- Scholarship;
- Letter of no criminal record;
- Federal taxpayer registration;
- Social Security number;
- Marital status;
- Number of Afore;
- Data of relatives or contact persons;
- References;
- Medical data;
- Biometric data.

**C. Personal Data that we will collect for suppliers and clients:**

- Those established in point “A” above immediately;
- Federal Taxpayers Registry (RFC);
- Denomination or social reason;
- Bank Accounts.
- Employee information.

In accordance with the legislation on the matter, we will consider that you have given us your tacit consent regarding your personal data mentioned above. We inform you that you can oppose at any time through the procedure established in point number VII, called The Means to exercise ARCO, of this privacy notice to oppose your treatment.

**D. Sensitive Personal Data:**

- Racial or ethnic origin;
- Health certificate;
- Medical indications;

**E. Patrimonial or Financial:**

- Credit Card Number;
- Heritage assets;
- Account statements;
- Payroll receipts,
- Annual declaration of taxes;
- In case of having a mortgage credit;

In the case of Sensitive, Financial or Patrimonial Data, it is mandatory that, in accordance with the legislation on the matter, you give us your express consent to treat them. Therefore, we ask you to sign the formats that we will make available to you.

**IV. The purposes of data processing:**

The personal data of the owner will be used by ADITIVOS, SELLADORES E IMPERMEABILIZANTES S.A. DE C.V., for the following purposes, as the entity responsible for the protection of your personal data:

**A. Main purposes:**

- Provide the contracted services;
- Means to comply with contracted obligations;
- To send you invoices;
- Follow up on the collection process;

Purpose directed to Employees:

- For the process of evaluation, recruitment and selection of personnel;
- For the administration of your employment record;
- Integration of the documents necessary for the performance of their services;
- Payroll and other employment benefits;

**B. Secondary Purposes:**

Additionally, we will use your personal information for the following secondary purposes, which are not necessary for the requested service, but which allow and facilitate us to provide you with better service:

- Informative letters;
- Quality evaluations of the services or products you contracted;
- To send you commercial information, services or promotions;
- To invite you to events to be held;

In case you do not want your personal data to be processed for these secondary purposes, you can send from this moment an email to [jpgedraza@pbi.mx](mailto:jpgedraza@pbi.mx) with the subject "SECONDARY PURPOSES" in which such fact is manifested.

The refusal to use your personal data for these purposes may not be a reason for us to deny the services you request or contract with us.

**V. The options and means that we offer to the holders to limit the use or disclosure of the data:**

ADITIVOS, SELLADORES E IMPERMEABILIZANTES S.A. DE C.V., in order to protect your information in the best possible way, undertakes to treat your personal data under strict security measures to guarantee its confidentiality. Security standards have been established in administrative and legal matters and technological measures have been applied to prevent unauthorized third parties from seizing your personal data.

Likewise, you may request your registration in our "NO PUBLICITY" exclusion list, so that your personal data is not processed for marketing, advertising or commercial prospecting purposes by us, by sending an email with the subject "LISTING OF EXCLUSION" to [jpgedraza@pbi.mx](mailto:jpgedraza@pbi.mx) in which said request is manifested.

It is worth mentioning that the owner of the personal data can initiate an Access, Rectification, Cancellation or Opposition (ARCO) procedure to limit the use or disclosure of their data in accordance with chapter VII of this privacy notice.

For more information regarding the aforementioned procedures, you can contact us by sending an email to [jpgedraza@pbi.mx](mailto:jpgedraza@pbi.mx) where the required information will be provided.

In addition, there are administrative procedures through which you can limit advertising by phone calls called the Public Registry to Avoid Advertising provided by the Attorney General's Office.

Federal del Consumidor, which can be consulted on the website: <http://rpc.profeco.gob.mx/Solicitudnumero.jsp>

## **VI. Revocation of consent for the processing of personal data.**

You can revoke the consent that, where appropriate, you have given us for the processing of your personal data. However, it is important that you bear in mind that not in all cases we will be able to respond to your request or terminate the use immediately, since it is possible that due to some legal obligation we will need to continue treating your personal data. Likewise, you should consider that for certain purposes, the revocation of your consent will imply that we cannot continue to provide the service you requested or the conclusion of your relationship with us.

To revoke the consent you have given us, you must send an email to [jpedraza@pbi.mx](mailto:jpedraza@pbi.mx) with the subject "REVOCATION OF CONSENT" and comply with the requirements established for the ARCO procedure indicated in chapter VII of this privacy notice.

## **VII. The means to exercise the rights of Access, Rectification, Cancellation or Opposition (ARCO) of personal data.**

The owner may exercise their rights of rectification, access, cancellation or opposition to the processing of their data, by its acronym ARCO, by submitting a request in accordance with the following procedure: Make your request by sending an email with the subject "EXERCISE OF RIGHTS OF ARCO" to the following [jpedraza@pbi.mx](mailto:jpedraza@pbi.mx) addressed to C. JORGE PEDRAZA TREVIÑO, in his capacity as responsible for attending to your requests.

The data and documentation that you must attach to your request are:

The name of the owner of the personal data, their address and an alternative means to communicate the response to their request; The documents that prove the identity of the owner of the personal data or, where appropriate, if a third party does, prove the legal representation; The clear and precise description of the personal data with respect to which one seeks to exercise any of the rights of ARCO; and Any other element or document that facilitates the location of your Personal Data; and Where appropriate, requests for rectification of personal data, the owner must indicate the modifications to be made and provide the documentation that supports their request.

In the event that the documentation is found to have erasures, is altered or there is a reasonable doubt that it is apocryphal, that it is not the owner, or that it is not the legitimate representative of ADITIVOS, SELLADORES E IMPERMEABILIZANTES S.A. DE C.V., reserves the right to request any other document to verify and accredit the ownership of the data, so you may be asked to present the documentation in original or certified copies at the office of the person in charge.

If any information is missing in your application, you will be asked to correct the omission as soon as possible.

If you comply with all the formalities required for said procedure, a response will be given within a maximum period of twenty days, counted from the date your request was received or from the date on which the preventions have been corrected in full. The aforementioned period may be extended only once for an equal period, as long as the circumstances of the case justify it. In accordance with article 32 of the law on the matter.

## **VIII. Where appropriate, the data transfers that are made.**

We inform you that ADITIVOS, SELLADORES E IMPERMEABILIZANTES S.A. DE C.V., does not transfer information to third parties without your express prior authorization.

Transfers can only be made without your consent in accordance with the provisions of article 37 of the Federal Law on Protection of Personal Data Held by Individuals, as well as to carry out this transfer in the terms established by that law, to which we establish the assumption:

- When the transfer is provided for in a Law;
- When the transfer is necessary for the prevention or medical diagnosis, the provision of health care, medical treatment or the management of health services;

- When the transfer is made to holding companies, subsidiaries or affiliates under the common control of the person in charge, or to a parent company or to any company of the same Group of the person in charge that operates under the same internal processes and policies;
- When the transfer is necessary by virtue of a contract entered into or to be entered into in the interest of the owner, the person responsible and a third party;
- When the transfer is necessary or legally required to safeguard a public interest, or for the administration or administration of justice;
- When the transfer is necessary for the recognition, exercise or defense of a right in a judicial process; and
- When the transfer is necessary for the maintenance or fulfillment of a legal relationship between the controller and the owner.

#### **IX. Use of Cookies and Web Beacons.**

We inform you that on our Internet page we use cookies, web beacons and other technologies through which it is possible to monitor your behavior as an Internet user, provide you with a better service and user experience when browsing our page, as well as offer you new products. and services based on your preferences.

Likewise, we inform you that no type of Personal Data is collected by this means and therefore we do not transfer your data to people other than our company.

#### **X. The means and procedure by which the person in charge will notify the owners of changes to the privacy notice, in accordance with the provisions of the Law on the matter.**

ADITIVOS, SELLADORES E IMPERMEABILIZANTES S.A. DE C.V., reserves the right to make, at any time, modifications and additions to all or part of this privacy notice.

Any modification will be notified by means of a notice on the company's internet portal, called: [www.Duro3.com](http://www.Duro3.com) owned by the company.