

Notice of Privacy

In accordance with the established by the Federal Law on Protection of Personal Data Held by Private Parties (the "Law") and the Regulations of the Law (the "Regulations"), and in compliance with the obligation in charge of "Comercializadora Santo Tomás", S.A. de C.V. ("COMSANTO"), the company responsible for protecting the personal data of its customers and suppliers, we allow ourselves to inform you of the following:

1. Responsible for the processing of personal data:

The person responsible for the processing of your personal data is the legal entity named "Comercializadora Santo Tomás", S.A. de C.V. ("COMSANTO"), a company incorporated in accordance with Mexican law, with address at 2508 of 26th street, Zona Industrial suburb, Zip Code 44940, in Guadalajara, Jalisco.

COMSANTO has designated a department in charge of the custody of the personal data of its customers and suppliers, within its domicile, which will attend to and process everything related to this Privacy Notice (the "Notice"). For this, COMSANTO offers you the following forms of contact:

- E-mail: avisodeprivacidad@santotomas.com.mx
- Address: 2508 of 26th street, Zona Industrial suburb, Zip Code 44940, in Guadalajara, Jalisco.
- Phone number: 33 3645-4282
- Attention in case of customers and suppliers: Karina Michelle Meza Cuevas

2. Content of personal data:

For the purposes of the Notice, personal data is understood to be any information concerning the customer and / or supplier of COMSANTO, which you provide to us, including but not limited to, the following:

2.1. General data. Full name; ID; age; date of birth; home; proof of address; civil status; nationality; immigration document; email; phone number; Federal taxpayer registration; unique population registration key (CURP); firm; photography; labor data, such as job title, address, email and telephone number; Patrimonial data, such as bank accounts, number of bank cards, name of the cardholder, card number, expiration date, type of card, and any other information necessary for contracting services; as well as any other documentation or information that is required for the commercial or contractual relationship that currently exists between COMSANTO and you.

2.2. Sensitive data. COMSANTO does not collect or use sensitive personal data from its customers and suppliers.

The personal data previously mentioned will only be subject to the purposes of the processing of your personal data, as defined later in this Notice, for as long as the commercial or contractual relationship subsists, and until the period established by the law of the matter.

3. Purposes of the processing of your personal data:

COMSANTO declares as purposes of the treatment of your personal data those necessary to comply with the commercial or contractual relationship that exists between you and COMSANTO, being the following:

- Form, control and update general files and customer and supplier directories; review and manage the operations carried out, or to be carried out with you; and, follow up on the activities derived from said operations.
- Make the payments and / or charges that correspond to the obligations derived from the commercial and / or contractual relationship of COMSANTO with you.
- Perform or comply with internal and external audits; submit informative statements from customer and suppliers; send you our communications, such as surveys and promotional offers; as well as marketing and issuing communications to and from you, in relation to the services provided by COMSANTO.

- Conduct market research through surveys, in order to serve your needs better, assess the quality of our products and services, our various types of communication, advertising campaigns and / or promotional activities.
- Register in our system ERP, in order to develop and manage the commercial and contractual relationship that COMSANTO has with you.
- Identification of visitors, auditors or third parties that enter COMSANTO facilities.

In the case of suppliers:

- Prepare the contracts and / or documents necessary for the provision of services and / or supply of products that may be requested by COMSANTO; fulfill the obligations derived from COMSANTO's commercial and / or contractual relationship with you; as well as ensuring compliance with said obligations.
- Receive the services and / or products requested by COMSANTO, notify about changes, updates, expansion and / or conclusion in the contracted services and the products supplied to COMSANTO; and where appropriate, carry out periodic evaluations of its services and / or products, in order to request, where appropriate, the improvement in their quality.
- Bank movements and supplier registration on the bank portal.

In the case of customers:

- Prepare the contracts and / or documents necessary for the provision of services and sale of products that may be requested; fulfill the obligations derived from COMSANTO's commercial and / or contractual relationship with you; as well as ensuring compliance with said obligations.
- Provide the services and / or products requested, notify about changes, updates, expansion and / or conclusion in the contracted services and / or products supplied; and where appropriate, carry out periodic evaluations of our products and services in order to improve their quality.
- Send and, in any other way, deliver samples of products that COMSANTO sells, as well as all those products or services that have been purchased and / or contracted by you.

COMSANTO may make use of your personal data for other purposes, as long as these are compatible with the above and / or are necessary for the aforementioned commercial and / or contractual relationship.

4. Provision of the Notice and consent for the processing of your personal data:

Making available: COMSANTO must make the content of this Notice or an extract thereof available to you at its address or on its website <https://santotomas.com.mx/>, as well as in the following media:

4.1. Personal or direct form. In the cases in which COMSANTO collects your data directly, it will present you at that time the Notice or an extract, either through the formats in which such data is collected, or through the platform that you have used to provide us with your data directly.

4.2. Indirect form. In the cases in which COMSANTO obtains your data indirectly, it will make the content of the Notice available to you, by email, fax or through any other remote means of communication that works on the data obtained indirectly.

Consent: In the exclusive case that COMSANTO intends to process your personal data for a purpose other than those established in the previous section, you must obtain your consent in accordance with the following:

Tacit consent: Once COMSANTO notifies you of the new purposes, you will have a period of 5 calendar days to express your refusal to process your personal data through the means indicated in section 1. In the event that COMSANTO does not receive your refusal, it will be understood that you have given us your tacit consent.

Express consent: COMSANTO may implement the necessary measures so that you can express your express consent for the processing of your personal data at that time, either through printed or electronic means. In the case of the treatment of sensitive personal data, you must give us your written consent.

5. Procedure for revocation of consent

At any time, you can revoke the consent you have given us for the processing of your personal data, so that we stop using them; For which, you must send the request in writing according to the procedure established in section 8 of the Notice.

6. Actions to prevent unauthorized use or disclosure:

In order to protect your personal data, COMSANTO continuously performs the following actions:

- a) Confidentiality of the information: COMSANTO and its personnel keep confidentiality with respect to their personal data collected, which will remain even after the end of the commercial and / or contractual relationship with you.
- b) Confidentiality notification: In the event that, for any reason, COMSANTO needs providing your personal data to third parties (in the terms provided in the Law, its Regulations or in this Notice), it will notify to the third parties the obligation to comply with the provisions of the Law and its Regulations, the Notice and the confidentiality of your personal data.
- c) Database administration: Personal data is protected through the use of databases, which are administered only by persons designated by COMSANTO for this purpose, without their use, consultation, management or access to persons not permitted authorized.
- d) Computer and computer systems: The databases are protected by computer systems focused on preventing and avoiding people outside COMSANTO from accessing your personal data.

7. Limitation of the use or disclosure of your personal data:

In case you want to limit the use and disclosure of your personal data, you can send the respective request in accordance with the procedure established in section 8 of the Notice.

8. Rights of access, rectification, cancellation or opposition of data (ARCO):

In accordance with the provisions of the Law, you have the right to access, rectify, cancel or oppose the processing of your personal data. To do this, you must send the corresponding Department an application that must contain, at least:

- a) Full name and your address.
- b) Documents that prove your identity or the legal representation of the person who appears for you.
- c) Clear and precise description of the personal data with respect to which one seeks to exercise any of the aforementioned rights, or with respect to which one wishes to limit the use or disclosure.
- d) Any other element or document that facilitates the location of personal data.
- e) In case of request for data rectification, also indicate the modifications to be made and provide the documentation that supports your request.

COMSANTO will inform you of the determination adopted, in the event that it is appropriate, COMSANTO will have a period of 45 days following the date on which the response is communicated, to make it effective. The procedure must be released in the terms established in the Law and its Regulations.

9. Updating of personal data:

To ensure that your personal data is accurate, we invite you to update your information regularly, by contacting us through the means indicated in section 1.

10. Changes to the Notice:

COMSANTO reserves the right to make modifications to this Notice, in which case COMSANTO will make it known through any of the forms and means established in section 4. of the Notice.

11. Transfer of personal data:

The personal data, both general and sensitive, that may be collected, may be provided to COMSANTO's subsidiaries and subsidiaries and to any banking or financial authority or institutions that request data to comply with the commercial relationship between COMSANTO and you.

In the event that COMSANTO should transfer your personal data to carry out purposes other than those established in section 3., it will do so after entering into confidentiality agreements with third parties and, provided: (i) We obtain the prior consent of you; and (ii) The person to whom it is transmitted agrees to submit the processing of personal data to the purposes for which it was collected and in accordance with this Notice.

Consent:

If you do not express your refusal for your personal data to be transferred in accordance with the preceding paragraph, in accordance with the terms and forms provided in section 4., it will be understood that you have granted your tacit consent to do so. Notwithstanding the foregoing, COMSANTO may implement the necessary measures so that you can express your express consent for the transfer of your personal data.

Exception to consent:

It should be noted that your consent to the transfer of your personal data will not be necessary when COMSANTO requires transmitting it in the cases referred to in article 37 of the Law.

Last update: September 30, 2019.

“Comercializadora Santo Tomás”, S.A. de C.V. (“COMSANTO”)
Gabriel Limón Aguilar