

## **Privacy Notice**

In compliance with the Federal Law for the Protection of Personal Data in Possession of Individuals (hereinafter the "Law"), the company MCG Consultores (hereinafter the "Responsible Party") with address located at Buenos Aires 3060 Piso 4, Torre BQ, colonia Providencia 4ta Seccion, C.P. 44630, in Guadalajara, Jalisco, Mexico, will be responsible for collecting, using and protecting your Personal Data provided to us.

The treatment of the Personal Data that you make available to us under any form or circumstance may be treated in accordance with these terms and conditions, so it is understood that you consent to such treatment.

The Personal Data that you provide directly or indirectly through any of our authorized formats, web page or through other means may include, but not limited to: name, address, e-mail address, telephone number, date of birth and nationality. For personnel hiring procedures, we may also include personal interests, professional and academic training, work experience, information about your economic dependents, as well as personal references for consultation purposes. The Responsible Party will not request, admit or process by any means sensitive personal data.

Likewise, Personal Data may also be collected through cookies, which are text files that are automatically downloaded and stored on the hard drive of the Data Subject's computer equipment when browsing our Site, as well as through web beacons, which are images inserted in an Internet page or e-mail that can be used to monitor the behavior of a visitor. These allow the Internet server to remember some information about the user, such as the following:

- Browser type and operating system.
- Internet pages visited. o Links followed on the Internet page.
- IP address.
- Site visited before entering ours.

At any moment you may be asked for additional Personal Data, the provision of this information is completely voluntary on your part and all Personal Data will be treated in accordance with the provisions of the Law.

The Personal Data obtained directly or indirectly from you will be used for the following purposes:

### Primary purposes

- To provide services and products requested;
- To communicate about new products or services that are related to the contracted or acquired, as well as about changes in our products or services;
- To contact you; and
- To comply with those obligations arising from the legal relationship between you and the Responsible Party.

### Secondary purposes

- Send information;
- Evaluate the quality of service; and
- Conduct statistical studies.

We inform you that we do not transfer your personal data to third parties, except when we receive authorization from the Data Subject in writing, through original document or e-mail, for the transfer of data to third parties related to the provision of services provided by the Data Subject, such as but not limited to, public notaries, public accountants, credit institutions, among others.

We commit that your Personal Data will be treated under security measures, always guaranteeing its confidentiality.

It is your responsibility to ensure that the Personal Data provided to the Responsible Party is true and complete, so you must inform us of any changes to them in order to comply with the obligation to keep the information updated. In the event that such data is not correct, the Responsible Party shall have no liability whatsoever with respect to such data.

The temporality of processing the Data Subject's Personal Data will depend on the obligations required by the legislation in force and the competent authorities. In all cases, the information will be kept only for a reasonable period of time.

Any modification to this Privacy Notice will be made known through our website: [www.mcgconsultores.com](http://www.mcgconsultores.com), section "Privacy Notice" or, if applicable, through the e-mail address provided by you. In the case of requesting the exercise of the right of access, rectification, opposition or cancellation of your Personal Data (hereinafter "ARCO Rights"), as well as to rectify them in case they are inaccurate or instruct us to cancel them when you consider that they are excessive or unnecessary for the purposes that justified their collection or oppose the processing of these for specific purposes, you may do so in the following ways:

- Electronic means: you must send an email to [contacto@mcgconsultores.com](mailto:contacto@mcgconsultores.com), who will process the request within a maximum period of 20 working days, counted from the moment the Responsible Party receives the request, through a response on whether or not the request is appropriate or inappropriate to the email previously provided by the applicant.
- Physical means: you must send your request to our offices located at 3060 Buenos Aires Street, 4th Floor, Torre BQ, colonia Providencia 4th Section, C.P. 44630, in Guadalajara, Jalisco, Mexico, addressed to the Department of Personal Data Protection. Likewise, within a maximum period of 20 business days we will respond to your request and inform you of its origin by means of a letter sent to the sender's address.

In both cases, the request must state the following:

- Name and address of the Data Subject or any other means to receive the response.
- Attach a copy of an official identification with a photograph on both sides or any document that proves the personality of the representative.
- Clear and precise description of the personal data with respect to which you are seeking to exercise any of the rights.
- If applicable, other elements or documents that facilitate the location of the personal data.

For more information, please contact the Personal Data Protection Department at +52 (33) 3111-2062. Last update to this Privacy Notice: January 1st, 2025