



PRIVACY NOTICE

Ecopapel del Bajío also known as ECOPAPEL, with address at Calle Quetzal 702, Colonia Santa Rita, city of León, Z.P. 37450, in the state of Guanajuato, Mexico, and the internet website www.ecopapel.com.mx, is responsible for the use and protection of your personal data, and in this regard we inform you of the following:

For what purposes will we use your personal information?

The personal data that we collect from you will be used for the following **basic purposes**, which are necessary for the current relationship that ECOPAPEL may have with you:

Suppliers of products and / or services.

Current provider.

- a) To register the supplier in the system in order to be able to generate the corresponding product and / or service purchase order.
- b) To generate the payment process in the system.
- c) To control the delivery of the requested product and / or service.
- d) To generate a history of operations with the supplier.
- e) To request quotes for products and / or services.
- f) To send and receive notices from judicial and / or administrative authorities for the fulfillment of obligations derived from the particular relationship with the supplier.

Potential suppliers and former suppliers.

- a) To request a price for a product and / or service.

Customers.

Current customer.

- a) To send prices of products and / or services requested.
- b) To generate the sales and billing order.
- c) To keep a credit history, to record payments, and to prepare activity reports and statements of the client's account.
- d) To prepare notices before judicial and / or administrative authorities for the fulfillment of obligations derived from the particular relationship with the client.

Potential customers.

- a) To offer products and / or services as well as pricing offers.

Employees/Staff.

Current staff.

- a) To start and maintain an employment relationship.
- b) To provide government agencies the necessary information in compliance with the law.
- c) To send notices before the judicial, administrative or labor authorities in order to fulfill the obligations derived from the particular relationship that is maintained with the employee.

Former staff.

To keep a file of the collaborator.

Prospects and candidates.

To review and analyze the candidate's profiles for open vacancies.

Guests/Visitors

Data is used for internal control regarding the visitor's safety. The images and sounds filmed by the cameras are for the safety of the visitor, the staff and the company in general. Recordings are kept for a maximum of 60 calendar days.

Additionally, we will use your personal information for the following **secondary purposes** that are not strictly necessary during the interactions and exchanges expected in the mentioned roles with the company.

Suppliers of products and / or services.

To maintain an updated database of products and / or services.

Customers.

- a) To conduct surveys.
- b) To send samples of the products offered.

Employees/Staff.

For the safekeeping of the personnel database.

Guests/Visitors

Does not apply

In case you do not want your personal data to be processed for these secondary purposes, please indicate below:

I do not consent to my personal data being used for the following purposes:

Suppliers of products and / or services.

- To maintain an updated database of products and / or services.

Customers.

- Conduct surveys.
- Sending samples of the products we sell.

Personal.

- For the safekeeping of the personnel database.

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

What personal data will we use for these purposes?

To carry out the purposes described in the first part of this notice, we will use the following personal data:

Suppliers of products and / or services.

Current supplier and former suppliers.

-Identification data, contact data, employment data, patrimonial or financial data and fiscal data. - Social Security registration (IMSS) in the case of service providers (contractors) who are going to carry out work within the company's compound.

Potential suppliers.

-Identification data, contact information.

Customers.

Current customers.

-Identification data, contact data, labor data and patrimonial or financial data and tax data.

Potential customers.

-Identification data, contact information.

Employees.

Current and former staff.

- Identification data, contact data, previous employment data, data of physical characteristics, education data, financial data and biometric data.

Prospects and candidates.

-Identification data, contact data, employment data, data of physical characteristics, education data, financial data.

Guests/Visitors.

-Contact data and identification data.

Personal data that we collect through other sources permitted by law:

We do not collect your personal data in this way.

Others: Commercial References, personal references.

Use of sensitive data.

Sensitive data is data that affects the most intimate sphere of its owner, or whose improper use may give rise to discrimination or entail a serious risk for it.

The use of personal data considered sensitive is omitted in this privacy notice.

With whom do we share your personal information and for what purposes?

We inform you that your personal data is shared with the following people, companies, organizations and authorities other than us, for the following purposes:

Product and / or service providers.

Recipient of personal data	Purpose
Banks	For making deposits and / or payment transfers.
Freight and / or parcel carriers if necessary	To transport the product from the delivery point to our location.
Customs agent * in the case of imports	For export and import purposes.
Tax agencies	For compliance with tax obligations

Customers.

Recipient of personal data	Purpose
Banks	For making deposits and / or payment transfers.
Freight and / or parcel carriers, if necessary.	Transport the requested product and / or service order, send product sample.
Marketing agency *.	Conduct surveys.
Tax agencies	Digital invoice.

Employees.

Recipient of personal data	Purpose
Bands	For making deposits and / or payment transfers.
Government agencies (IMSS, INFONAVIT, FONACOT, Treasury, Secretary of Labor).	For compliance with the law. INFONAVIT and FONACOT only in the cases of employees using those benefits.
Training institutions.	To provide job training.

-In the case of potential suppliers, ex-suppliers, potential customers, prospects, applicants and visitors, their data is no longer shared with third parties, except if there is a need for compliance with judicial, administrative and work authorities.

We inform you that for transactions indicated with an asterisk (*) we require your consent. If you do not express your refusal for said transfers, we will understand that you have granted it to us.

How can you access, rectify or cancel your personal data, or oppose to its use?

You have the right to know what part of your personal data we have, what we use it for and the conditions of use (Access). Likewise, it is your right to request the correction of your personal information if it is outdated, inaccurate or incomplete (Rectification). Also, you can request to eliminate it from our records or databases when you consider that it is not being used in accordance with the principles, duties and obligations stated in the corresponding regulations (Cancellation). You also have

the right to oppose to the use of your personal data for specific purposes (Opposition). These rights are known as ARCO rights.

To exercise any of the ARCO rights, you must submit the request through the following means.

Download in www.ecopapel.com.mx the ARCO Rights form, fill it out, scan it and send it in a digital format by email to datospersonales@ecopapel.com.mx; a digital copy of an official identification must be attached in the email. You can also request the Rights form ARCO at our location during office hours, and hand it out after having carefully filled it in along with a copy of your official identification.

If you have any doubts or want to learn more about the procedure and requirements to exercise the ARCO rights, we put at your disposal the following options:

You can contact the person in charge of personal data in our company who will answer any questions you may have regarding the exercise of ARCO rights, from Monday to Friday from 9:00 a.m. to 2:00 p.m. and from 4:00 p.m. to 6:00 p.m.

The contact details of the person responsible for personal data, who is in charge of processing the ARCO rights requests, are the following: a) Name: C.P. Mirella Herrera Ramírez
b) Address: Calle Quetzal 702, Santa Rita neighborhood, León city, in the state of Guanajuato, Z.P. 37450, Mexico
c) Email: datospersonales@ecopapel.com.mx
d) Telephone number: 477 770 60 50

You can revoke your consent to the use of personal data.

You can revoke the consent you have given us for the processing of your personal data. However, it is important that you bear in mind that in some cases we will not 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 using 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 your consent, you must submit your request through the following means:

Send a written request to the person responsible for personal data, who will inform the owner of the data about the status of the request and whether its request is able to proceed.

To revoke your consent, you must submit your request through the following means:

Send a written request to the person responsible for personal data to the email datospersonales@ecopapel.com.mx, or deliver it personally at the office of the person in charge.

To learn more about the procedure and requirements for the revocation of consent, we put at your disposal the following means:

You may contact our person responsible for personal data by email datospersonales@ecopapel.com.mx, or at our address during office hours.

How can you limit the use or disclosure of your personal information?

In order for you to limit the use or disclosure of your personal information, we offer you the following means:

Request that you be excluded so that your personal data is not processed for marketing, advertising or commercial prospecting purposes on our part. For more information, send an email to the following address datospersonales@ecopapel.com.mx, or submit a request in person at the company's location.

The use of tracking technologies on our Internet portal

The information we receive from our website when you leave and provide your data is not recorded in any way in any database, no "cookies" are used. (A "cookie" is a small text file that a website or email can save in your browser and store on your hard drive).

How can you know the changes to this privacy notice?

This privacy notice may undergo modifications, changes or updates derived from new legal requirements, different needs for the products or services we offer; new privacy practices, changes in our business model, and the like.

We promise to keep you informed about the changes that this privacy notice may undergo, through the website www.ecopapel.com.mx, or if you wish to visit our location we will have a hard-copy ready for you.

Your consent to the processing of personal data

I consent to my personal data being treated in accordance with the terms and conditions reported in this privacy notice. ()