



GUIDE FOR THE DATA HOLDER

ARCO RIGHTS AND REVOCATION OF CONSENT

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ARCO RIGHTS

ARCO rights consist of the rights that all holders of personal data have under the Responsible for their personal data, to Access, Rectify, Cancel and Oppose to the processing of their personal data at any time, except the exceptions provided in the Law. In this case, we inform you that **AUTOTANQUES NIETO** is the Responsible of your personal data. For better understanding, each of these rights are described below.

ACCESS

•Consists on the Holders right to obtain information if their personal data is being used by **AUTOTANQUES NIETO**, for what purpose and/or being transferred to third parties.

AUTOTANQUES NIETO, guarantees the right of access in three aspects:

- That the owner may know the effective existence of the processing to which his personal data are subjected.
- That the owner may have access to his personal data that are in the possession of **AUTOTANQUES NIETO**.
- That the holder may know the essential circumstances of the processing, that is, the duty to inform the holder about the type of personal data processed; each and

every one of the purposes that justify the treatment; persons involved in the treatment (processors); in case of transfers, the recipients, the purposes thereof, the personal information transferred, among other information that the holder is interested in knowing.

The obligation of access shall be enforced when we make personal data available to the holder or, by issuing simple copies, magnetic, optical, sound, visual or holographic means, or using other information technologies provided for in the corresponding privacy notice.

RECTIFICATION

- Consists on the holders right to rectify its information in case they are inaccurate, outdated or incomplete.

It is important that in requests for rectification of personal data, the holder indicates the corrections to be made and provide the documentation that supports his request.

In addition, if the personal information to be rectified has been previously transferred to local or foreign third parties, they must be informed of such situation for them to proceed with the corresponding correction.

CANCELATION

- Consists on the holders right to request processing cessation for its personal data, which means being eliminated of all database or registry, parting from a blockage and posterior supression.

Likewise, you may request at any time the cancellation of personal data when you consider that they are not being processed in accordance with the principles and duties described in the Personal Data Protection Policy of **AUTOTANQUES NIETO** and/ or in the Law.

It is important to know that the right of cancellation is not absolute and **AUTOTANQUES NIETO** may deny the exercise of the same when::

- It refers to the parties to a private, social, or administrative contract and the data are necessary for its development and compliance.
- The data must be processed by legal provision.
- The deletion of data hinders legal or administrative proceedings related to tax obligations, the investigation and prosecution of crimes or the updating of administrative sanctions.
- The data are necessary to protect the legally protected interests of the owner; to act in the public interest, or to comply with an obligation legally acquired by the holder.

- The data are subject to treatment for prevention or medical diagnosis or management of health services, provided that such treatment is carried out by a health professional subject to a duty of secrecy.

OPPOSITION

- Consists on the holders right at all times, to object processing of its personal data for specific purposes or demand cessation when:

I. There is legitimate cause and its specific situation so requires, which must justify that even if the treatment is lawful, it must cease to prevent its persistence from causing harm to the holder, or

II. It requires expressing your opposition for the processing of your personal data so that the processing is not carried out for specific purposes.

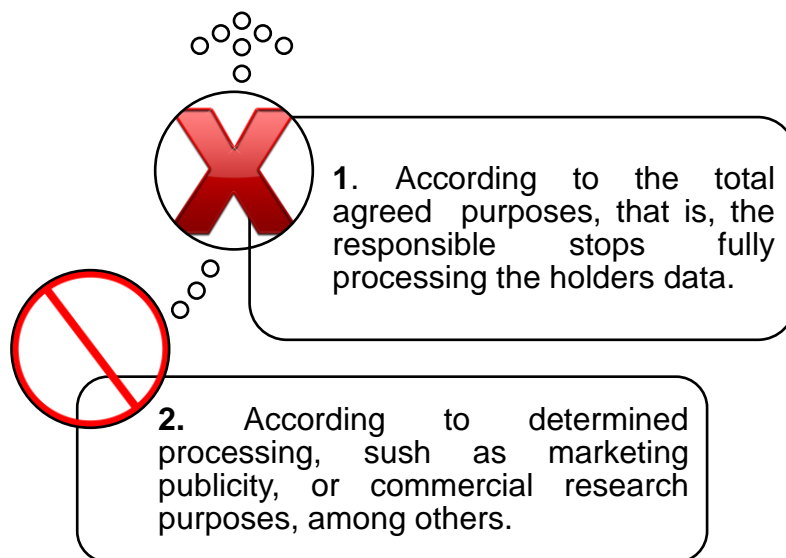
It is important to inform you that the exercise of the right of opposition will not proceed in cases where the processing is necessary for the fulfillment of a legal obligation by **AUTOTANQUES NIETO**.

ARCO rights can be exercised without some preset order. The exercise of one of them is not a prerequisite for the exercise of another.

REVOCACTION OF CONSENT

In addition to the exercise of ARCO Rights, holders of personal data may revoke consent to the processing of their personal data at any time, if it is not prevented by a legal provision.

It is important to consider that there are two ways in which revocation of consent may occur:



With the second modality, the partial revocation of consent, are kept except for other purposes of the processing that the controller, in accordance with his privacy notice, can carry out and with which the owner agrees.

PROCEDURE FOR EXERCISING ARCO RIGHTS

For the exercise of your ARCO rights you must submit your application by any of the following means:

- i) In person at: 5 de Febrero No.1724, Zona Industrial Benito Juárez, C.P. 76130, Querétaro, Qro., MX
- ii) Sending an email to: privacidad@autotanques.nieto.com.mx.

Application for ARCO Rights

The institutional request for the exercise of your ARCO rights are available on our website www.autotanquesnieto.com, which you can also request from our "Department of Personal Data" via email to: privacidad@autotanques.nieto.com.mx. You must accompany such request with documents that prove your identity by sending a photocopy of any official identification, or if you act on behalf of a third party, you must submit a copy of the public deed of the power of office, a letter signed before two witnesses, or an Owners personal appearance statement, accordingly, as well as an official identification.

The ARCO Request for Rights should be addressed to the Department of Personal Data, who will verify that it contains all the information requested as indicated below:

- Holders full name, phone number, address, an email address, or other means to notify you of the response to your request.
- Valid document proving the identity of the Owner.

- The description of the personal data on which you wish to exercise your rights and the reasons that motivate you in this regard.
- Any other element or document that facilitates the location of personal data.
- In the case of a request for rectification of personal data, the Holder must also indicate the modifications to be made and provide the documentation that supports his request.

PROCEDURE FOR REVOCATION OF CONSENT

The Holder, in relation to his Data, may revoke his/her consent to the processing of his/her personal data in accordance with the Law, by filing the request available on **AUTOTANQUES NIETO** website: www.autotanquesnieto.com, upon same request to the Responsible by any of the ways mentioned above. The Holder must prove his/her identity by sending a photocopy of any official identification, or if acting on behalf of a third party, a copy of the public deed of the power of office, a letter signed before two witnesses, or an Owners personal appearance statement, accordingly, as well as an official identification.

Request to Revoke Consent

The Request should be addressed to the Department of Personal Data, who will verify that it contains the data requested in the "Request for Revocation of Consent", such as:

- Holders data full name, telephone number, address, an email address, or other means to notify you of the response to your request.

- Valid document proving the identity of the Owner.
- The mention of whether the revocation of consent is about all the consented purposes, that is, that **AUTOTANQUES NIETO** stop fully processing the holders data or, where appropriate, if you request the revocation on certain processing, for which you must specify for which purposes you want your personal data to no longer be used.
- Any other element or document that facilitates the location of personal data.

What does it proceed once Application is filed?

In the event that the application for the exercise of ARCO Rights and/or Revocation of Consent does not comply with the indication of an address or any other means for the response to be notified, **AUTOTANQUES NIETO** may manage it as un filed, an keep a record.

If the Owner's request is not clear, insufficient, erroneous or incomplete **AUTOTANQUES NIETO** may ask you to provide additional information to respond to your request within 5 working days of receipt of the request, if the request is not answered, the request will be not submitted.



The Owner will have 10 working days to meet the request for additional information of **AUTOTANQUES NIETO**, starting the next day on which he has received it, after which if the Owner does not provide the information it will be held for unsubmitted application. In the event that the Holder meets the request for information, the deadline for **AUTOTANQUES NIETO** to respond to the request will begin the next the day the Holder has met the request.

AUTOTANQUES NIETO will have a maximum period of fifteen working days, starting from the date on which you received the Application, to inform the Holder whether it is accepted. In case the application is accepted, **AUTOTANQUES NIETO** within the next ten business days will make the corresponding modifications. The time limits referred to in that paragraph may be extended only once for an equal period, provided that **AUTOTANQUES NIETO** justifies it.

AUTOTANQUES NIETO will respond in time and form to the submitted Requests, complying at all times with the provisions of the Law. The same way, **AUTOTANQUES NIETO** may deny the revocation of the consent to the processing of the Holders personal data when provided by the Law and its Regulations.

When the Holder requests the Confirmation for cessation of processing of your personal data **AUTOTANQUES NIETO** will reply to such request.

Contact with the Department of Personal Data

For more information about the procedure for exercising your rights, you may contact the "Department of Personal Data": (i) via email privacidad@autotanques.nieto.com.mx and/or (ii) by calling the phone number +52 442 2112459 where we will gladly inform you about the details of the procedure and requirements for the exercise of your rights.



If you believe that you have not received a response from **AUTOTANQUES NIETO** or the response given to you is not satisfactory, you have the right to go to the National Institute of Transparency, Access to Information and Protection of Personal Data (INAI) to submit a request for the protection of rights within fifteen days of the deadline for **AUTOTANQUES NIETO** to respond to your request in accordance with the Law and its Regulations, as well as the procedure we have established for this purpose, or the response we have given to it.

Costs

We inform you that, the exercise of ARCO rights and the revocation of your consent will be free of charge. You must cover only justified shipping costs or the cost of reproduction of copies or other formats.