



## **COMPREHENSIVE PRIVACY NOTICE FOR CUSTOMERS AND/OR POTENTIAL CUSTOMERS**

At **AUTOTANQUES NIETO** we care about the protection and privacy of your personal data. To this end, we make important efforts to ensure respect for the principles governing the processing of personal data of legality, consent, quality, information, proportionality, responsibility, loyalty and purpose, as well as the security and confidentiality duties of your personal information, through the implementation of institutional protocols and procedures for compliance with the Federal Law on the Protection of Personal Data in Possession of Individuals ("The Law and/or Legislation"), its Regulations, secondary provisions and best practices in the field of privacy.

Thus, we make available this Privacy Notice for your acknowledgement of the processing that we will give to your personal information, the personal data that we may obtain, the purposes for which your data will be used, the third parties with whom we may share them, as well as the security measures that we follow in **AUTOTANQUES NIETO** for the protection of your personal information; in this way we will keep you informed so that you always retain control and disposition of your personal data.

### **IDENTITY AND ADDRESS OF THE DATA CONTROLLER**

AUTOTANQUES NIETO S.A. DE C.V. (hereinafter **AUTOTANQUES NIETO**) with address at Av. 5 de Febrero No.1724, Zona Industrial Benito Juárez, C.P. 76130, Querétaro, Qro. MX is the Controller of the personal data you provide to us. Therefore, the collection, use, storage, disclosure, and cancellation of your personal information, is done through an appropriate, legitimate, and lawful use in



compliance with the legislation of the matter and other regulations that apply to you.

To comply with the purposes for which you provided us with your information, we then state each personal data and/or categories of personal data that we may collect from you:

### **PERSONAL DATA OBTAINED**

Identification and contact details:

- Full Name, address, telephone number, email, signature, Federal Taxpayer Registry, CURP (Population Registration Unique Code), commercial business, social media, photograph, and information contained in any official identification.

Patrimonial and/or Financial Data:

- Consideration for the services provided, bank account number, bank statement, routing account number, account holders name, name of the bank, bank branch with address, credit history and proof of their tax situation.

Work data:

- Work address, institutional email and institutional telephone.

### **PERSONAL DATA OF THIRD PARTIES**

In the event that you provide identification data and contact details and/or work data on behalf of third parties that you have indicated as contact, commercial



reference and / or credit reference, by signing this document you are under protest to say the truth that you have been instructed to provide us with the information and that you have consent for **AUTOTANQUES NIETO** to process your data in accordance with this Privacy Notice.

### **SENSITIVE PERSONAL DATA**

We inform you that we will not collect personal data considered sensitive in accordance with the legislation of the matter and its Regulations.

### **PURPOSES FOR WHICH WE WILL USE YOUR PERSONAL DATA**

#### **MAIN PURPOSES**

Your personal information may be used for the following primary purposes from which they started and are necessary for the existence, maintenance and fulfillment of the legal relationship between you and **AUTOTANQUES NIETO**:

- To contact you and provide you with information you have requested from us regarding the services of **AUTOTANQUES NIETO**.
- To verify and confirm your identity.
- To send you the requested quote regarding the products and / or services of **AUTOTANQUES NIETO**.
- To carry out socio-economic studies and verify their economic capacity if credit is applied for.
- For the conclusion of the corresponding contract with you and to comply with the established legal relationship arising from the acquisition of any of the products and / or services of **AUTOTANQUES NIETO**.



- To include you as a customer in our database and billing system and, consequently, invoice for the purchase of any of the products and / or services of **AUTOTANQUES NIETO**.
- To request personal references, evaluate and, where appropriate, grant you some kind of credit for the purchase of **AUTOTANQUES NIETO** products and/or services.
- To carry out judicial and/or extrajudicial collection activities in case you become part of the past due portfolio of **AUTOTANQUES NIETO**.
- To carry out all the necessary arrangements for maintaining the business relationship with **AUTOTANQUES NIETO**.
- To provide attention and follow-up regarding any complaints, requests and/or purchases regarding the products and/or services you contract with **AUTOTANQUES NIETO**.

## **SECONDARY PURPOSES**

In addition, your personal identification and contact data will be used for the following different or secondary purposes that are not necessary to establish and comply with the legal relationship established with you. However, they allow us to provide you with better service.

- Marketing, advertising, commercial prospecting, evaluation of the products and / or services of **AUTOTANQUES NIETO**.
- For future contact to offer our services.
- To conduct satisfaction surveys.
- To provide business references from you with third parties.
- To invite you to participate in exhibitions that may be of your interest.
- To publish your photograph in the company's industrial magazines.



To prevent unauthorized access to your personal data and in order to ensure that the information is used for the purposes set out in this privacy notice, we have implemented physical, electronic and administrative procedures, using advanced technologies that limit the use or disclosure of your data, allowing us to process it properly and prohibiting the extraction from the offices and/or electronic formats of **AUTOTANQUES NIETO** in an unauthorized manner, of any information containing personal data.

#### **MECHANISM TO EXPRESS REFUSAL FOR THE PROCESSING OF YOUR DATA FOR SECONDARY PURPOSES**

If you do not want your data to be used for secondary purposes, you can contact us at: [privacidad@autotanques.nieto.com.mx](mailto:privacidad@autotanques.nieto.com.mx) in order to be registered by our Department of Personal Data in the exclusion list called "non-secondary holders"

If you do not express your refusal, we will understand that you give us your consent to use your data for secondary purposes.

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

#### **TRANSFERS OF PERSONAL DATA**

We inform you that your personal data may be transferred without your consent when you enter a legal relationship with **AUTOTANQUES NIETO**, to the third parties listed below; such transfer will be documented, founded and carried out considering the security measures that guarantee the protection of your personal data.

To do this, we inform you of the purposes for which your data will be processed according to each recipient, without requiring your consent:



Recipient of personal data	Purpose
<ul style="list-style-type: none"> <li>- Companies of the corporate group to which <b>AUTOTANQUES NIETO</b> belongs, subsidiaries, affiliates, foreigners and / or national.</li> </ul>	<ul style="list-style-type: none"> <li>a. For the sale of <b>AUTOTANQUES NIETO</b> products and/or services and to provide the service you requested.</li> <li>b. To channel it with other companies in the group, in case your request for service is out of <b>AUTOTANQUES NIETO</b> reach.</li> </ul>
<ul style="list-style-type: none"> <li>- Mexican and/or foreign financial and tax authorities.</li> <li>- Mexican and/or foreign judicial authorities.</li> </ul>	<p>To comply with our obligations within the laws, treaties or international agreements to which we are obliged, tax obligations, as well as the fulfillment of official notifications or requirements.</p>

In addition to the above, **AUTOTANQUES NIETO** informs you that, in accordance with the provisions of article 37 of the Federal Law on the Protection of Personal Data in Possession of Individuals, we may transfer your personal data, without your consent, in the cases specified below:

- Where the transfer is provided for in a Law or Treaty to which Mexico is a party.
- Where transfer is necessary for medical prevention or diagnosis, the provision of healthcare, medical treatment, or the management of health services.
- Where the transfer is made to controlling companies, subsidiaries or affiliates under the common control of the controller, to a headquarter company or to any company of the same group of **AUTOTANQUES NIETO** operating under the same internal processes and policies.



- Where the transfer is necessary by virtue of a contract concluded or to be concluded in the interest of the data subject, **by AUTOTANQUES NIETO** and a third party.
- Where the transfer is necessary or legally required for protection of a public interest, or for the procurement or administration of justice.
- Where the transfer is necessary for the recognition, exercise or defence of a right in judicial proceedings.
- Where the transfer is necessary for the maintenance or compliance of a legal relationship between **AUTOTANQUES NIETO** and the data holder.

In addition, for the transfer of data indicated below we do require your consent. To do this, we inform you of the purposes for which your data will be processed according to each recipient, we ask that you indicate whether or not you authorize the corresponding data transfer.

<b>Recipient of personal data</b>	<b>Purpose of data transfer</b>
With other customers of <b>AUTOTANQUES NIETO.</b>	To provide commercial references from you.

#### **MECHANISM FOR THE ACCEPTANCE OR REFUSAL OF THE TRANSFER**

If you do not authorize the transfer of your data indicated in the box above, contact us at: [\\_privacidad@autotanques.nieto.com.mx](mailto:privacidad@autotanques.nieto.com.mx) in order to be registered by our Personal Data Department in the exclusion list.

If you do not express your refusal to the above transfer we will understand that you are giving consent to transfer your data to that effect.



## **MEANS AND PROCEDURES FOR THE EXERCISE OF ARCO RIGHTS AND REVOCATION OF CONSENT**

### ARCO Rights

You have the right to access, rectify, cancel, or object to the processing of your personal data (ARCO rights). In this sense, as the owner of your personal data you have the right to know what personal data **AUTOTANQUES NIETO** maintains, for what we use it and the conditions of use we give them (Access), as well as to rectify them if they are inaccurate, outdated or incomplete (Rectification), instruct us to cancel them when they are excessive or unnecessary for the purposes described that justified their obtaining, consider that they are not being used in accordance with the principles, duties and obligations provided for in the applicable regulations (Cancellation), or object to the use of your personal data for specific purposes (Opposition), in cases where the Federal Law on the Protection of Personal Data in Possession of Individuals so permits.

### Documents to accompany:

For the exercise of ARCO rights, you must accompany such application 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, letter signed before two witnesses, or statement in the Personal Appearance of the Owner, as appropriate, 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 and that it is indicated below:





- Full name of the Data Holder, 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.
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- In the case of a request for rectification of personal data, the Owner must also indicate the modifications to be made and provide the documentation that supports his request.

#### Revocation of Consent

Likewise, at any time you can revoke the consent you have given us for the processing of your personal data, so that we stop using it. However, it is important to mention that, in some cases, we may not be able to fulfill your request or terminate its use immediately, due to some legal obligation in where we require further processing of your personal data. You should also consider that for certain purposes, the revocation of your consent will imply the conclusion of your relationship with **AUTOTANQUESNIETO**.

#### Documents to accompany:

For the Revocation of Consent, the Holder must prove his 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 of power signed before two witnesses, or a statement in the Personal Appearance of the Holder, as appropriate, as well as an official identification must be presented.



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:

- Full name of the Data Holder, 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 mention of whether the revocation of consent is about all the consented purposes, that is, that **AUTOTANQUES NIETO** fully stops processing the data of the Owner or, where appropriate, if you request the revocation on certain treatments, for which you must specify for which purposes you want your personal data to no longer be processed.
- Any other element or document that facilitates the location of personal data.

For the exercise of your ARCO rights and/or the revocation of consent, you must require the institutional request for the exercise of "ARCO" rights and / or "Revocation of Consent" to the Department of Personal Data in the email: [privacidad@autotanques.nieto.com.mx](mailto:privacidad@autotanques.nieto.com.mx) and present it by the same means and / or directly in the offices located in Av. 5 de Febrero No.1724, Zona Industrial Benito Juárez, C.P. 76130, Querétaro, Qro. MX. The documents indicated in each application and already indicated in previous paragraphs shall accompany that request.

In the event that your application does not comply with the indication of an address or any other means for the response to be notified, **AUTOTANQUES NIETO** may find it as unsubmitted, and record it.



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 business days of receipt of the request, if the request is not answered, the request will be not submitted.

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

**AUTOTANQUES NIETO** will have a maximum period of 15 business days, starting on the date on which you received the Application, to inform the Owner whether it is accepted or not. In the event that the application is accepted, **AUTOTANQUES NIETO** within 10 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 requests that are submitted to it, always complying with the provisions of the Law. Likewise, **AUTOTANQUES NIETO** may deny the revocation of consent for the processing of the personal data of the Holders in the cases provided for by the Law and its Regulations.

When the Owner requests confirmation of the cessation of the processing of his personal data **AUTOTANQUES NIETO** will expressly respond to such request.



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

For more information about the ARCO rights procedure and/or Revocation of Consent, we invite you to consult our website at [www.autotanquesnieto.com](http://www.autotanquesnieto.com) where you can consult our privacy policy. We also provide you with the email: [privacidad@autotanques.nieto.com.mx](mailto:privacidad@autotanques.nieto.com.mx) and phone number: +52 442 211 2459 where our Personal Data Department will gladly answer any questions.

Once you have submitted your application, 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 for Transparency, Access to Information and Personal Data Protection (INAI) to submit a request for data protection 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.

#### **MECHANISM TO LIMIT THE USE OR DISCLOSURE OF YOUR PERSONAL DATA**

In order for you to limit the use or disclosure of your personal data for secondary purposes, you may contact us at: [privacidad@autotanques.nieto.com.mx](mailto:privacidad@autotanques.nieto.com.mx) in order to be registered by our Personal Data Department in the exclusion list called "non-secondary holders", so that your personal data is not processed for the secondary purposes mentioned in this Privacy Notice.



You may also choose to request your registration in the Public Registry to avoid advertising, from the Federal Consumer Attorney's Office (PROFECO), in order that your personal data is not used to receive advertising or promotions from companies of goods or services. For more information on this registration, you can consult the PROFECO website, or contact them directly.

### **USE OF MECHANISMS IN REMOTE OR LOCAL ELECTRONIC COMMUNICATION**

We inform you that, in order to collect the personal data detailed herein, **AUTOTANQUES NIETO** will not use remote or local mechanism of electronic communication, optical or other technology such as cookies or web beacons, that enables the collect of your personal data automatically and simultaneously while establishing contact with them.

### **MODIFICATIONS AND/OR UPDATES TO THE PRIVACY NOTICE**

In the event of any update or modification to this Privacy Notice, **AUTOTANQUES NIETO** will inform through your last email account that we have registered, within 5 business days of its modification.

*I have read, it has been explained to me and I understand the scope of this Privacy Notice. I am also aware that for certain purposes **AUTOTANQUES NIETO** may not require my consent to the processing of my personal information, in the terms of this document, in accordance with Articles 10 and 37 of the LFPDPPP.*

*Nonetheless the previous and whether derived from reforms to existing legislation, criteria, agreements and/or decisions of the competent authorities; including the INAI, it will be determined that my consent should be required for the processing of my personal data in the terms of this Privacy Notice, in cases that legally required, I grant from this moment, my consent for the processing of my personal data in accordance with this Privacy Notice and manifest that it was made available to me prior to its processing. Likewise, and only in the case of having provided **AUTOTANQUES NIETO** with data of third parties, manifested in protest of telling*



the *truth*, that I have been instructed and authorized to provide the information, and that I have the consent of these third parties so that their personal data are processed in *accordance with this privacy notice*.

Holders Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date of last update of the Privacy Notice: *April 2, 2020*.

*I declare under protest that the information and documentation provided is true, valid, corroborable and current. Therefore, if there is falsehood in it, I am fully aware of the possible responsibilities that I may incur in administrative, civil, and criminal matters that apply; deterring **AUTOTANQUES NIETO** from any responsibility for the information provided.*

Holders Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_