



## **COMPREHENSIVE PRIVACY NOTICE FOR SUPPLIERS**

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 knowledge on 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. , 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.



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

### **PERSONAL DATA OBTAINED**

Identification and contact details:

- Name, address, zip code, telephone number, email, signature, taxpayer ID (RFC), registration with the Tax Administration Service, Unique Population Registry Code (CURP), proof of address, supplier resume, photographs or any information contained in an official identification.

Patrimonial and/or financial data:

- Bank account number, SWIFT bank account code, bank account holder name, name of the bank, name and entity of the branch, bank account currency, tax information, positive opinion before the Tax Administration Service (SAT) and before the Mexican Social Security Institute (IMSS).

Job information:

- Work address, work email, company's first year of operations, technical competence of the responsible staff for the service provided **to AUTOTANQUES NIETO** consisting of: schooling, specialty and skills, information related to the facilities, tools and equipment owned or rented, and commercial references.

### **SENSITIVE PERSONAL DATA**

Depending on the nature of the work to be job to be performed, we may obtain health data that allow us to know the level of alcohol and/or any narcotics in the blood.



## **PERSONAL DATA OF THIRD PARTIES**

In the event that you provide identification data, contact details, work data, social security data and/or health data, regarding third parties that you have indicated as a reference and / or with respect on employees under your supervision who will perform a job in **AUTOTANQUES NIETO**, through the signature of this manifests under protest of saying the truth that you have been instructed by them to provide us with the information and that you have consent for **AUTOTANQUES NIETO** to process the data in accordance with this Privacy Notice.

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

### **PRIMARY PURPOSES**

Your personal information may be used for the following primary purposes that gave rise and are necessary for the existence, maintenance and fulfillment of the legal relationship between you and **AUTOTANQUES NIETO**:

- For the identification and contact of suppliers of goods and/or services.
- For participation in the recruitment process or registration as suppliers of goods and / or services of **AUTOTANQUES NIETO**.
- To request a quote and/or quotation regarding the goods and/or services offered as a provider of the good and/or service.
- For the evaluation of your business development as a service provider, your economic capability to provide the requested good and/or service, verify your identity and assess the level of risk you represent to **AUTOTANQUES NIETO**.
- For any internal procedure that requires your information under the contractual relationship established with **AUTOTANQUESNIETO**, if applicable.
- To allow you to enter **the FACILITIES of AUTOTANQUES NIETO** and / or to the customer facilities of **AUTOTANQUES NIETO**.



- To know in what conditions, you are to perform the contracted your job duties, by random examinations of drugs and alcoholism, if applicable.
- To determine the terms and conditions of contract as a supplier of goods and/ or services **of AUTOTANQUES NIETO**, if applicable.
- For the payment of the offered service and /or goods derived from the commercial relationship **with AUTOTANQUESNIETO**, if applicable.
- To issue the corresponding invoice for the goods and/or services provided to **AUTOTANQUES NIETO**, if applicable.
- To be registered in our physical and/or electronic databases as a supplier of goods and/or services.
- For the fulfillment of the legal/contractual relationship between you and **AUTOTANQUES NIETO**, if applicable.

## **SECONDARY PURPOSES**

We inform you that your identification and contact details will not be used for secondary marketing, advertising and/or commercial prospecting purposes.

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 its extraction from the offices and/or electronic formats **of AUTOTANQUES NIETO** in an unauthorized manner, any information containing personal data.

## **TRANSFERS OF PERSONAL DATA**

We inform you that your personal data may be transferred without your consent when you enter a legal relationship with **AUTOTANQUESNIETO**, to the third parties listed below;



so that 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
<b>AUTOTANQUES NIETO</b> corporate group companies, subsidiaries, affiliates, foreigners and / or national.	To comply with the legal relationship with you.
Mexican and/or foreign financial and tax authorities.  Mexican and/or foreign judicial authorities.	To comply with our obligations arising from laws, treaties or international agreements to which we are obliged, tax obligations, as well as for the fulfillment of official notifications or requirements.

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 responsible, or to a headquarter company or to any company **of AUTOTANQUES NIETO** group, 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 the safeguarding 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 subject.

## **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 to prove your identity by sending a photocopy of any official identification, or if you act on



behalf of a third party, you must present a copy of the public deed of the power of office or letter signed before two witnesses, or statement in the Personal Appearance of the Holder, 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 Subject, 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 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 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 them. However, it is important to note that not in all cases we will be able to fulfill your request or terminate its use immediately, as it is possible that by some legal obligation, 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 Subject, 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 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 rights "ARCO" and / or "Revocation of Consent" to the Department of Personal Data at 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. 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 have it as unsubmitted, stating this.





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 not be submitted.

The Owner will have 10 business 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 application not submitted. If 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, counted from the date on which you received the Application, to inform the Owner whether it is accepted. If 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, complying at all times 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 visit 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 +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**

Since your personal data will be used only for the purposes expressly set out in this privacy notice and which constitute those purposes necessary for the establishment and maintenance of the relationship with you, without the possibility that your personal data will be used for various purposes, such as marketing, advertising, and commercial prospecting, **AUTOTANQUES NIETO** does not have a means for you to limit the use or disclosure of your personal data in case you require it.

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

We inform you that, in order to collect the personal data detailed herein, **AUTOTANQUES NIETO** will not use mechanisms in remote or local means of



electronic, optical or other technology such as cookies or web beacons, which allow us to collect your personal data automatically and simultaneously while you contact them.

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

If any update or modification is made to this Privacy Notice, **AUTOTANQUES NIETO** will inform you via your last email account 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.*

*Notwithstanding the foregoing and whether derived from reforms to existing legislation, criteria, agreements and/or decisions of the competent authorities; including INAI, it will be determined that my consent should be required for the processing of my personal data and 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 it is 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 information, and that I have the consent of these third parties so that their personal data are processed in accordance with this privacy notice.*

Name of holder: \_\_\_\_\_

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

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

*I declare under protest that the information and documentation provided is true, valid, corroborable and current. Therefore, if there is a 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.*

Name of holder: \_\_\_\_\_

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

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

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