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Privacy Notice

This Privacy Notice is established in compliance with that set forth in the Federal Law on the Protection of Personal Data Held by Private Individuals (the "Personal Data Protection Law") and its Regulations (the "Regulations").

All terms used that commence with a capital letter not defined in this document will have the meaning attributed to them by the Personal Data Protection Law.

- Identity and domicile of the Party Responsible. The Party Responsible for the Processing of Personal Data is Lindes®, located at Tlatilco 138, Col. Tlatilco, Azcapotzalco, C.P. 02860, Federal District, Mexico.
- Purpose of Processing of Personal Data. Lindes® has a number of purposes for the Processing of Personal Data. The main reasons why Lindes® collects Personal Data are as follows:

- With respect to employees or service providers, to carry out adequate internal controls and also to make the payments corresponding to the working relationship or the rendering of services, to make deductions and pay taxes, and also determine which people should be contacted in the case of any emergency involving an employee or service provider.
- With respect to clients, employees or officers of its clients, for the effective provision of products and services offered by Lindes® and for the collection of fees generated for the rendering of services by Lindes®.
- With respect to suppliers, for the placing of orders for products and services as well as for the making of payments for products supplied or for services rendered.
- With respect to potential clients, employees or officers of its potential clients, in order to evaluate the possibility of offering products and services from Lindes®.

In general, Personal Data collected by Lindes® concerning these people includes names, addresses, telephone numbers, e-mail addresses and, in certain cases, summaries of curriculums, bank account numbers and tax details.

For the purposes of that set forth in article 41 of the Regulations, it is hereby stated that the purposes indicated in points A to C above were designed and are necessary for the legal relationship established between the Responsible Party and the Owner. The purpose indicated in point D is necessary for the possible establishment of a legal relationship between the Responsible Party and the Owner.

If, at the moment this Personal Data is collected, there exists a purpose for the Processing of the same that is different to those indicated in this Section 2, Lindes® must inform the Owner of this for the purposes of, where necessary, granting their Consent for the corresponding purpose.

In addition, in those cases where Lindes® collects Sensitive Personal Data, this will be communicated to the corresponding Owner in order to obtain their express Consent and to clearly notify them of the purpose of the Processing of the same.

- Options and measures offered to Owners by the Responsible Party to limit the use or disclosure of the Personal Data. With respect to limitations on the disclosure of Personal Data, all persons responsible for the Processing of Personal Data at Lindes® have signed an agreement whereby they are obliged to maintain the confidentiality of all non-public or private information concerning Lindes® or in the possession of Lindes® to which they enjoy access for any reason whatsoever.

The Databases containing the Personal Data are held at Lindes®. The Databases stored using electronic support and which allow remote access can only be accessed by staff or service providers employed by Lindes® through the use of user names and passwords that must be changed regularly.

With respect to limitations on the use of Personal Data, the Owner may cease to receive information concerning Lindes® by submitting a request to Lindes®, following the procedure indicated in Section 4 below.

- Means of exercising ARCO rights. To exercise the rights of access, rectification, cancelation or opposition ("ARCO rights"), pursuant to that set forth in the Personal Data Protection Law, Owners can submit the corresponding application at the domicile of Lindes® indicated in Section 1 above by means of a letter addressed to the Human Resources Department and the head of this department, if their name is known. The application for access, rectification, cancelation or opposition ("ARCO Application") must include and be accompanied by the following:
 - The name of the Owner and their domicile or another means by which to notify them of the response to their ARCO application.
 - Documents accrediting the identity or, where applicable, the legal representative of the Owner.
 - A clear and precise description of the Personal Data concerning which they seek to exercise any of their ARCO rights.
 - Any other element or document that facilitates the identification of the Personal Data.
 - In the case of ARCO Applications for the rectification of Personal Data, the Owner must indicate, in addition to that set forth in this section, the modifications to be made and provide the documentation supporting their request.

Lindes® will inform the Owner of the decision taken within a period of a maximum of 20 days from the moment the ARCO Application is received. If approved, this will come into effect within a period of 15 days from the date the answer is given.

The periods referred to above may be extended on a single occasion for an equal period, provided that the circumstances of the case justify such action.

- Transfers of Personal Data. Lindes® does not perform Transfers without obtaining the prior Consent of the Owner when this Consent is required pursuant to the Personal Data Protection Law. If, at the moment this Personal Data is collected, there exists a need to perform a Transfer for which the Personal Data Protection Law requires Consent from the Owner, Lindes® will notify the Owner of this. If the Owner does not object to this, it will be understood that they have given their Consent for the Transfer to be performed. Lindes® will notify Third Parties to which, where applicable, it transfers Personal Data of the present Privacy Notice and the purposes for which the Owner has agreed its use. Where applicable, the Processing of Personal Data by a Third Party must be done pursuant to that agreed in the present Privacy Notice and the Third Party must assume the same obligations corresponding to Lindes® as the Responsible Party. Despite the preceding, Lindes® can offer no guarantee to the Owner nor assume responsibility for any Processing of the Personal Data by the Third Party.
- Procedure and means by which the Responsible Party will inform Owners of any changes to the Privacy Notice. Lindes® reserves the right to make changes to the

present Privacy Notice. Any changes made to this Privacy Notice will be published on the following Internet website: www.lindes.mx

Mechanism for revoking Consent. If you wish to revoke Consent for the processing of your Personal Data by Lindes® at any time, you must follow the procedure established in Section 4 above. It should be pointed out that any revocation of Consent will not have retroactive effects and Consent cannot be revoked when the purpose of this Processing is established by law or when updating any of the exceptions to consent set forth in the Personal Data Protection Law.

If you are the Owner of Personal Data collected by Lindes® and wish to obtain further information concerning this Privacy Notice and the policies for compliance with the Personal Data Protection Law adopted by Lindes®, please send a request in writing to the domicile of Lindes® indicated in Section 1 above, addressing this to the Department of Personal Data at Lindes®.

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