

PRIVACY NOTICE SUPPLIERS

In accordance with the provisions set forth by the **Federal Law on the Protection of Personal Data held by Private Individuals** hereinafter referred to as “the Law”, the following Privacy Notice is issued under the following terms:

- **RESPONSIBLE FOR PERSONAL DATA**

For the purposes of this Privacy Notice **NEUROingenia®**, (hereinafter the “**Controller**”) with business address at Eugenio Sue # 355, Consultorio 104, Colonia Polanco, C.P. 11560, México, D.F., is the party responsible for the collection, disclosure, storing, use, management and/or disposal of personal and sensitive data collected from its Partners (hereinafter referred to as “**Owners**”).

For the purpose of this Privacy Notice, a Partner is an individual who is part of the professional and administrative team of **NEUROingenia®** to provide services.

- **PERSONAL DATA COLLECTED**

Personal data collected from the Owners by the Controller include without limitation the following: Name, Address, E-mail, and Phone Number.

Your personal data are collected through the following means: personally, by phone, or through e-mail.

- **SENSITIVE DATA POLICY**

The Controller, as part of its commercial policies, does not collect any information considered sensitive by Law, such as: Religious Beliefs; Sexual Orientation; Political Ideologies; among others. **NEUROingenia®** supports and fosters diversity, thus, prohibits any discrimination act or the request of information that could cause a discrimination act.

- **PURPOSE OF PERSONAL AND SENSITIVE DATA MANAGEMENT**

The data we collect have the purpose of: (i) generating a suppliers data base with whom **NEUROingenia®** works in the interest of **NEUROingenia’s** internal areas; (ii) generating and following up open purchase or request orders; (iii) asking the supplier for true, sufficient, clear and timely information about the offered products or services; (iv) paying services and invoices.

Likewise, personal and sensitive data collected may be managed for the Controller to be able to comply with legal requirements of competent authorities.

- **EXCEPTIONS**

It is worth mentioning that according to the Law, there are some situations in which your consent is not necessary to manage your personal and sensitive data, and because of this, the absence of it or your refusal, as the case may be, does not and will not impede the Controller to manage them (your personal data) under the terms of the Law and other applicable regulations.

- **OPTIONS AND MEANS THE CONTROLLER OFFERS TO OWNERS TO LIMIT THE USE OR DISCLOSURE OF PERSONAL DATA**

Personal data from Owners, will be managed under the most stringent confidentiality, observing administrative, physical and technical security measures the Controller could implement in its internal security policies or procedures thus avoiding the potential illegal data disclosure and limiting data usage to what is established in this Privacy Notice.

- **MEANS TO EXERCISE OWNER’S RIGHTS**

At any time, you or your legal representative or duly licensed guardian, may exercise the rights of Access and Rectification whenever you consider they are erroneous or inaccurate, Cancellation in case you consider the data are not correctly managed, and Opposition in case you do not want your data to be managed for specific purposes. The exercise of any of these rights does not impede the exercise of any other, and none of them is a condition for the others.

To exercise your ARCO rights, you should file your request by writing at our business address located in Eugenio Sue # 355, Consultorio 104, Colonia Polanco, C.P. 11560, México, D.F., or e-mail it to our personal data department to

datospersonales@neuroingenia.com, addressed to the personal data protection department headed by Regina Ojeda Sánchez Hidalgo and/or Erika Proal Fernández.

The request should include the following data: (i) Owner's name, (ii) address and e-mail to notify him/her about the answer to the request, (iii) a clear and accurate description of the data over which you are trying to exercise the corresponding right, (iv) the purpose of the request, (v) any element that eases the tracking of data, a copy of an official ID should be attached also, and the document through which the legal representation is validated, when applicable.

The response term to the request will be of 20 working days from the day in which the corresponding request for access, rectification, cancelation and opposition was received. The response will be communicated within the above-mentioned term to the e-mail address given in your request or through a letter sent to the physical address given in the request. Once the notification is received, you will have a term of 15 working days to put it into effect in case of being admissible.

At any moment you will be able to withdraw your consent given to us for the management of your personal and sensitive data, so that we stop using them. For this purpose, you should file a request under the terms mentioned for the exercise of ARCO rights. The procedure to follow will be the same used for the exercise of ARCO rights. In case your request is accepted, **NEUROingenia®** will not use your data anymore.

- **CHANGES TO PRIVACY NOTICE**

Any modification to this Privacy Notice will be informed through the following means:

1. Through e-mail personally sent by us
2. Through announcements visible in the Controller's Operational Area

Likewise, it is informed through the Owners, that the Privacy Notice may be modified at any moment with the purpose of complying to legal innovations, as well as the modification of internal policies of **NEUROingenia®**.

If the purposes for which your personal and sensitive data is managed are modified, your express or implied consent will be requested again for that particular case, if necessary.

- **OWNER'S CONSENT**

If the Owner does not agree, partially or entirely, on the content of this Privacy Notice, we ask you to notify con unconformity and disagreement to datospersonales@neuroingenia.com addressed to the personal data protection department headed by Regina Ojeda Sánchez Hidalgo and/or Erika Proal Fernández.