



Privacy Notice

Servicios y Maquinaria de México, S.A. de C.V.

Servicios y Maquinaria de México, S.A de C.V. (hereinafter **SYMMSA**), whose tax address is Carrizo 104, colonia Jose Colomo; Centro, Tabasco, C.P. 86100; in compliance with the Regulations to the Federal Law on the Protection of Personal Data Held by Private Parties (Ley Federal de Protección de Datos Personales en Posesión de Particulares su Reglamento) (together, hereinafter, the "Law") hereby informs you that that it collects and treats your Personal Data (as such term is defined below) for the purposes established in this Privacy Notice.

SYMMSA may collect through several channels (by telephone, e-mail, personally or through its webpage (symmsa.mx)) the below listed personal data:

- Full name of the person making contact
- Name of the company
- Address
- Phone
- Federal taxpayer registration number
- E-mail
- Bank details (account holder, account number and name of the bank)

Hereinafter referred to as "Personal Data", necessary in order to provide you the service and/or attention requested by you:

- Quotations
- Certificate Issuance
- Work reports and inspections
- Sundry work services
- Evaluation of services

SYMMSA through this notice informs you, in accordance with the provisions of the Law, that your personal data will also be used for marketing, advertising, and/or commercial prospecting purposes only and exclusively by **SYMMSA** and its work staff.

SYMMSA commits that all the obtained Personal Data will be treated under the strictest security measures to ensure confidentiality.

Your Personal Data will be exclusively used for the purposes mentioned in this notice. In case you do not want your Personal Data to be processed for the purposes strictly necessary for the requested service and/or attention, including advertising purposes or to send you promotions, you must inform **SYMMSA** using the following contact information: Operations Management, mail



address info@symmsa.mx or to the telephone numbers (833) 268 20 66 and (833) 268 21 03 Ext. 1003

In accordance with the provisions of the Law, we require your express consent for the processing of your Personal Data of a "Financial and Patrimonial" nature. If you do not expressly state your opposition to the processing of your Personal Data of a financial and patrimonial nature, it will be understood that you grant **SYMMSA** your express consent to do so. In any case, **SYMMSA** commits not to use Personal Data for purposes other than those described in this Privacy Notice, except in case of the exceptions provided by the Law.

You have the right to access your personal data in our possession and the details of their treatment, as well as to correct them if they are inaccurate or incomplete, or cancel them when you consider they are not necessary for any of the purposes indicated in this Privacy Notice; by e-mail to info@symmsa.mx where your requests will be attended and followed up. To make modifications and/or corrections, the applicant must attach documents to prove his/her identity or his/her powers as legal representative. Please also include a clear and precise description of the data regarding which you wish to exercise any of the aforementioned rights and any other information that allows us to identify or locate the personal data in question. In case of "corrections" to your Personal Data, you must also indicate the exact modification you are seeking to make and submit documentation that supports the request.

Additionally, for your protection and benefit, we may request additional documentation that allows us to fully identify the Personal Data you wish to access, correct and/or cancel, or those data to which treatment you wish to oppose. Likewise, we inform you that **SYMMSA** may be unable to cancel or block your personal data due to the provisions of the Law.

Once your duly completed and properly integrated application has been received, **SYMMSA** will inform you the applicable answer within a maximum period of 10 business days. If the request is approved, you will be able to enforce your requested right within the following 15 business days. If **SYMMSA** must submit documents as a result of exercised right, it will do so through digital copies to the applicant.

In order for you to be able to limit the use and disclosure of your Personal Information you can register in the Do Not Call Registry of the Federal Consumer Protection Office (Procuraduría Federal del Consumidor, PROFECO), so that your personal data are not used to receive advertising or promotions.

SYMMSA may make modifications or updates to this Privacy Notice at any time by reason of new legal requirements, **SYMMSA's** privacy policies or practices or its needs derived from the products or services it offers, or for any other reason.

SYMMSA will inform you of any change or update to this notice through e-mail or directly on **SYMMSA's** website (symmsa.mx), the user must be aware that the treatment of any data communicated to **SYMMSA** will be governed by the data treatment policies and conditions valid and published at the time you provided your personal data to the aforementioned entities without



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affecting the preferential application of the specific legal texts at that regard, such as informative texts and data collection forms and particular services conditions.

In any case, the user will be responsible for periodically accessing the privacy notice published on the website in order to know the latest version at all times.

The user is reminded that accessing this website, the registration on the site and/or the use of its services entails the user's express acceptance of this privacy notice and the processing of personal data, being its responsibility to read it. If the user disagrees, he/she should abstain from browsing this website, register and/or use the services and contents of the site so that his/her personal data are not communicated to **SYMMSA** performing an anonymous browsing.

The user is informed that any comments the user can provide regarding this privacy and personal data protection notice will be received with gratitude. For such purposes or to make any inquiry regarding the same, the user may contact **SYMMSA** either by electronic means or by mail at the addresses shown below:

info@symmsa.mx

Carrizo 104, colonia Jose Colomo; Centro, Tabasco, código postal 86100