

# PRIVACY NOTICE

**TNG MANAGEMENT, S.A. DE C.V.** and/or **TNG** in its capacity as person in charge of your personal data, states that, for the purposes of this notice, its address is located in Hacienda del Ciervo 23, Hacienda de las Palmas, Huixquilucan, Estado de México, 52763.

**TNG** presents this privacy notice in order to comply with articles 15, 16 and relative articles of the Federal Law on Protection of Personal Data held by Private Parties (the "Law").

For **TNG**, the collection of certain personal data is necessary to carry out the intrinsic activities of its corporate purpose, when you, as a natural person or as a legal representative of a legal entity, provide voluntarily, when entering into a commercial or employment relationship; therefore, **TNG** has a legal and social obligation to comply with sufficient legal and privacy measures to protect the personal data that it has collected for the purposes that will be described in this privacy notice. It is important that you consider that in order to establish any commercial and/or employment relationship, we will properly collect certain personal data in accordance with the Law, which we may have in our possession, even when you do not provide it directly, either when you visit our website or use our online services, and/or when we obtain information through other sources that are permitted by Law (e.g. public databases for commercial purposes). As a result of the foregoing, and in compliance with the Law, the following is made known:

1. **DATA OF THE RESPONSIBLE.** The legal entity **TNG MANAGEMENT, S.A. DE C.V.**, a Company duly incorporated under the Mexican laws, is responsible for the processing of your data.
2. **PURPOSE OF THE COLLECTION OF PERSONAL DATA.** The personal data of both natural and legal persons that **TNG** collects will be used for the following purposes:
  - a. Identification, location and to contact the owner.
  - b. Verify and confirm your identity.
  - c. Billing and commercial collection.
  - d. Attention to you requests, complaints, doubts and/or comments related to our services.
  - e. Other purposes necessary for the provision of the required services.
3. **SECURITY OF PERSONAL DATA.** **TNG** will implement the technical, administrative and physical security measures necessary to ensure the integrity of your personal data and prevent its damage, loss, alteration, destruction or unauthorized use, access or treatment.

Only authorized personnel, who have met and observed the corresponding confidentiality requirements, may participate in the processing of your personal data. Authorized personnel are prohibited from allowing access by unauthorized persons and/or using personal data for purposes other than those established in this privacy notice. The obligation of confidentiality of the people who participate in the processing of your personal data subsist even after the relationship with **TNG** has ended.

4. **TRANSFERS.** Since the processing of your personal data is essential to carry out the purposes described above, there is the possibility that they are transmitted to third parties, mostly suppliers, for billing, among others. If you don't express opposition for your personal data to be transferred, it will be understood that you have given your consent to do so.

In this act it is declared that **TNG** will transfer the information contained herein when necessary, in such cases, **TNG** will ensure that these third parties give your data the same treatment as the treatment stated herein. Third parties will not retransmit your data or use it for purposes other than those assigned by the owner through **TNG**.

**TNG** will not need your consent to transfer your personal data to third parties in the following cases:

- a. When the transfer is provided in a law or treaty to which Mexico is a party.
- b. When the transfer is necessary for prevention of medical diagnosis, the provision of healthcare, medical treatment or the management of healthcare services.
- c. When required by the competent authorities in accordance with the applicable legal provisions.

5. **MEANS TO EXERCISE ARCO RIGHTS.** In accordance with the Law, **TNG** has appointed a person in charge of personal data, therefore, you may limit the use or disclosure of your personal data by communication addressed to the email address **hello@tngmgt.com**.

You have the right to: (i) access your personal data in our possession and know the details of its treatment; (ii) rectify your data if it is inaccurate or incomplete; (iii) cancel your data when you consider that it is not required for any of the purposes indicated in this privacy notice, it is being used for non-consensual purposes or the contractual or service relationship has ended or, (iv) object to its treatment to specific purposes, as indicated by Law (collectively, "ARCO Rights").

ARCO Rights will be exercised by submitting the respective request to the email address **hello@tngmgt.com** accompanied by the following information and documentation:

- a. Name, address and email address to be able to communicate the answer to your request.
- b. The documents that prove your identity (copy of IFE or INE, passport or any other official identification) or, where appropriate, the documents that prove your legal representation.
- c. A clear and precise description of the personal data with respect to which you seek to exercise any of the ARCO Rights.
- d. Any document or information that facilitates the location of your personal data.
- e. In case of requesting a data correction, you must indicate the modifications to be made and provide the documentation that supports your request.
- f. Indicate the place where we can review the originals of the documentation that accompanies your request.

The request must be answered by email within a maximum period of 20 (twenty) business days from the day your request was received. In the event that the request is answered affirmatively, such changes will be made within a maximum period of 15 (fifteen) business days. The terms referred to in this paragraph may be extended once for an equal period if necessary.

It is important to inform you that **TNG** may deny access for you to exercise your ARCO Rights in the following cases (the "Refusal"):

- a. When you are not the owner of the personal data, or your legal representative is not duly accredited to exercise your ARCO Rights through him.
- b. When your personal data is not found in our database.
- c. When the rights of a third party are injured.
- d. When there is any legal impediment or resolution of a competent authority that restricts your ARCO Rights.
- e. When the rectification, cancellation or objection has been previously made.

The Refusal may be partial, in which case **TNG** will make the access, rectification, cancellation or objection in the appropriate part.

**TNG** will inform you of the reason for its decision and will communicate it, or where appropriate, to your legal representative, within the previously established deadlines, by email, accompanying, where applicable, the relevant evidence.

The exercise of ARCO Rights will be free, after proof of your identity before the person in charge.

You may revoke the consent granted to **TNG** for the treatment of personal data that is not essential for the fulfillment of the obligations derived from the legal bond that binds you to **TNG**, in order for **TNG** to stop using your personal data, therefore, it is necessary that you submit your request in the aforementioned terms.

#### **6. OPTIONS TO LIMIT THE USE OR DISCLOSURE OF YOUR PERSONAL DATA FOR SPECIFIC PURPOSES.**

To limit the use or disclosure of your personal data, you must require it in a duly signed document that must indicate the following: (i) your name; (ii) address; (iii) email address; (iv) when applicable, accompany the official document (s) by which you prove the identity or personality of your legal representative; (v) you must include a clear and precise description of the personal data respect to which you object its treatment in the terms of this privacy notice and, (vi) submit your request either to **TNG's** address or by email to the email address **hello@tngmgt.com**. However, if you limit the use or disclosure that **TNG** may make of your personal data, **TNG** may not be able to provide you with the services and benefits that you would otherwise have access to. **TNG** may take such measures as it deems appropriate in the event that your limitation of the use or disclosure of personal data disrupts or in any way affects **TNG's** processes and practices.

#### **7. MECHANISMS FOR REVOCATION OF CONSENT.**

In the event that you decide to revoke your consent for **TNG** to stop processing your personal data, or to oppose the transfer thereof, you must submit a request for revocation of consent to the email address **hello@tngmgt.com**, and you must attach the documents that prove your identity (copy of IFE or INE, passport or any other official identification) or, where appropriate, the documents that prove your legal representation and indicate the location of the place where the original documents are made available to us.

To know the procedure and requirements for the revocation of consent, you can contact us at the email address **hello@tngmgt.com**.

In accordance with the provisions of the Regulation (EU) 2016/679 of the European Parliament and the Council of April 27, 2016 regarding the protection of natural persons with regard to the processing and free circulation of their personal data (hereinafter, "General Data Protection Regulation" or "GDPR"), **TNG** undertakes to continue obtaining

your express consent to acquire, process and treat your personal data in accordance with the provisions of the GDPR.

When entering to **TNG's** web page, the server saves the following information: the domain or IP address of the computer requesting access, the HTTP response code, the web page from which you enter and the number of bytes transferred through the connection, browsing time on our website, sections consulted and Internet pages accessed prior to ours. The information stated is obtained for security purposes in the system, as well as to monitor your behavior as an Internet user, as well as to offer you new services based on your preferences. In some cases, **TNG** stores certain information on your PC through cookies. A cookie is the data file that is stored on the hard drive of the computer equipment or electronic communications device of a user when browsing a specific Internet site, which allows the exchange of status information between said site and the user's browser. The use of cookies may reveal means of session identification, authentication or user preferences, as well as **TNG**, having access to your system or to your personal data, unless you provide such information voluntarily. It is important to mention that the standard configuration of the browser allows the use of cookies, so you can disable such configuration in your browser.

Our web page may contain links to external Internet pages and/or social networks that do not correspond to **TNG** and, therefore, are not related to us. We recommend that you review and read the privacy policies, as well as the terms of use of these external websites before making use of them. We do not assume any responsibility or risk with respect to privacy issues or any other legal issue that is related to any of their services.

## **8. CHANGES TO THE PRIVACY POLICY.**

**TNG** reserves the right to make modifications to this privacy notice at any time, in order to attend to new legislation, internal policies or new requirements for the provision or offering of our products and/or services, these modifications will be available for consultation through our website **hello@tngmgt.com**.