



PRIVACY NOTICE FOR CLIENTS AND VENDORS

1. IDENTIFICATION OF RESPONSIBLE PARTY AND HANDLING OF YOUR PERSONAL DATA:

In accordance with Article 17, section II of the Federal Law on the Protection of Personal Data Held by Private Parties, you are hereby informed that LITOGRAFICA INGRAMEX, S.A. DE C.V., ULTRADIGITAL PRESS, S.A. DE C.V., COMPAÑÍA EDITORIAL ULTRA, S.A. DE C.V., EDITORIAL IMPRESORA APOLO, S.A. DE C.V. and EDICIONES PEGASO, S.A. DE C.V. (THE COMPANIES) whose address is Centeno No. 195, Colonia Valle del Sur, Delegación Iztapalapa, C.P. 09819, Mexico City, will handle the personal data it collects from you under the terms of this Privacy Notice for Clients and Vendors, as follows:

2. REGARDING THE TREATMENT OF PERSONAL DATA OF CLIENTS AND VENDORS:

We collect your personal data and sensitive personal information for the purposes mentioned in this privacy notice. Accordingly, you should be aware that we will handle and store your personal data in accordance with the principles of lawfulness, quality, consent, information, legitimate purpose, loyalty, proportionality and accountability, all established in the Federal Law on the Protection of Personal Data Held by Private Parties (hereinafter, the Law).

The personal data we will handle are:

- Personal, Trade or Corporate Name
- Federal Taxpayer ID number
- Product delivery address
- E-mail address
- Land line and cell phone number
- Payment or collection information (bank accounts and/or interbank code) and account names.
- Information on requested financing
- Bank and trade references
- Any other document or information involved in the current commercial relationship between The Companies and the Vendor and/or Client.

3. PURPOSE OF THE HANDLING OF YOUR PERSONAL DATA:

Because we collect personal data and sensitive personal information from you, we request your consent through this Privacy Notice to use them for the following purposes:

- To create and manage your account



- To develop new products and services
- To follow up on sales in order to ensure customer satisfaction
- For collections and data processing
- To form a relationship in order to understand the client's profile and needs
- To research credit background
- To provide the products and services you request.
- To draft contracts relating to the products or services you request.
- To inform you of changes or new products or services relating to your contract or those you have already acquired.
- To collect payments and issue invoices.

The Companies may use your personal data for other purposes, provided they are compatible with or can be considered analogous to those listed above.

By providing or entering your personal data, you implicitly consent fully and without reservation to the handling of your personal data as described in this Privacy Notice.

4. HOW TO REVOKE CONSENT FOR THE HANDLING OF YOUR PERSONAL DATA:

You may revoke the consent you have given for the handling of your personal data in the same way you have granted it. If after you request revocation you request confirmation thereof, the responsible party will make a specific decision.

5. HOW TO EXERCISE YOUR ARCO RIGHTS

You have the right to:

- Access the personal data we have on you and find out how they are handled;
- Rectify them if they are incorrect or incomplete;
- Cancel them when you do not believe they are required for any of the purposes indicated in this privacy notice, are being used for purposes you did not consent to, or when the commercial or contractual relationship has ended; or
- Oppose the treatment of your data for specific purposes, according to the law

(As a group, these are known as "ARCO Rights".)

To exercise your ARCO rights, you must present a request (the "ARCO Request") to the Companies, addressed to the Privacy Officer at the Contact Address, accompanied by the following information and documentation:



- a. Name, address and e-mail of the owner of the personal data, in order to notify you of the response to your ARCO Request.
- b. A copy of the documents proving your identity (federal voter ID, passport or any other official identification) or, when such is the case, documents proving the identity of your legal representative, accompanied by the corresponding Power of Attorney;
- c. A clear and precise description of the personal data with respect to which you want to exercise your ARCO Rights
- d. Any document or information that would make it easier to locate your personal data; and
- e. If you wish to rectify your personal data, you should also indicate the modifications that need to be made and contribute documentation to support your request.

The Privacy Officer will respond to your ARCO Request including the grounds for his or her decision through an e-mail sent within 20 business days of the date the ARCO Request was received. If the ARCO Request is accepted or approved, the requested changes will be made within 15 business days following the date on which you receive the response to your Arco Request. The Responsible Party may notify you within the term mentioned in this paragraph of an extension of the terms, for one time only, and for a period equal to the original period, in accordance with the Law.

The Responsible Party may refuse access (the “Refusal”) to exercise your ARCO Rights, under the circumstances permitted by law, and must notify you of the grounds for that decision.

The Refusal may be partial, in which case the Responsible Party will carry out the access, rectification, cancellation or opposition in the part of the Request that was accepted or approved.

There is no charge for exercising your ARCO Rights, but if you repeat your request in a period of less than twelve months, you will be charged an amount equivalent to three times the Daily Minimum Wage in effect in Mexico City, plus VAT tax, unless there have been substantial changes in the Privacy Notice that result in new ARCO Requests. You must pay justified delivery, photocopy or printing expenses, or, when such is the case, the cost of certifying the documents.

6. TRANSFER OF YOUR PERSONAL DATA



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The responsible party will not transfer your personal data to other parties without your consent, except under the circumstances provide for in Article 37 of the Federal Law on the Protection of Personal Data Held by Private Parties.

7. CHANGES OR MODIFICATIONS TO THE PRIVACY NOTICE

The responsible party reserves the right to update or modify this privacy notice at any time, on the understanding that any modification hereto will be communicated to you by means of publication of a notice on the webpage at www.grupoespinosa.com or through e-mail.