

## Privacy Policy Suppliers GRUPO ROM

In compliance with Ley Federal de Protección de Datos Personales en Posesión de Particulares, RESPUESTAS ÓPTIMAS EN MAYOREO, S.A. DE C.V., with permanent address to hear and receive notifications in Poniente 134 No. 680-A, Col. Industrial Vallejo, Alcaldía de Azcapotzalco, C.P. 02300 Mexico City, (hereinafter “ROM”), is data steward for the use, treatment and protection of your personal data; Therefore, we inform you about the following:

### Primary Purpose and use of Information

“ROM” will use your information for the following main purposes:

- Identify it and contact you.
- Complete the registry as a Distributor (obtain the editable .PDF here).
- Evaluate credit grants.
- Register you as a Client or prospective Client, and have your information in our systems.
- Provide products and services contracted with ROM, and fulfill its contacted obligations with you.
- Carry out transaction with ROM.
- Maintain an optimal communication to the needs and interests of customers to improve our services and our products.

### Type of information collected

- Personal Data;
- Personal assets and financial data.

We inform you that, in accordance with the provisions of this privacy policy, ROM will not request personal data considered sensitive in terms Ley Federal de Protección de Datos Personales en Posesión de los Particulares.

The information obtained through the website of ROM is protected by physical, technological, technical and administrative security, safeguarding the Holder’s information. The measures used by ROM to protect personal data will be against damage, loss, alteration, destruction, use, or unauthorized access or processing. However, ROM cannot guarantee that problems with the Holder’s connections or devices will not occur, so despite having sufficient security infrastructure, violations may be presented, not related to ROM, whereby the Holder of Personal Data assumes the risk.

Only authorized ROM’s personnel that has complied and observed the confidential requirements, may participate in the processing of their personal data. Authorized personnel that has complied and observed the confidential requirements are prohibited from allowing access to unauthorized persons and use your personal data for purposes other than those set out in this Privacy Policy.

### Use of Cookies

To ensure that this website is being well managed and to facilitate improved navigation, ROM may use cookies. A cookie is a file that is downloaded to the data owner device to access certain websites to

store and retrieve information about navigation that is made from said equipment. For additional information about how we use cookies and other tracking technologies, and how you can control them, you can review our [Cookies Policy](#).

### Transference

ROM informs you that your personal data may be transferred, in the case of Authorities to which by provision of a Law information may need to be transferred in accordance with the following: (i) Implies that the transfer is necessary or legally required to safeguard a public interest, or for the administration of justice; (ii) Involves the establishment, exercise or defense of a duty in a judicial proceeding; (iii) Companies that are affiliates or subsidiaries of ROM and have the same processes and internal regulations; (iv) consent, by resolution or order of judicial or administrative authority and in the case of personal information that is considered public by provision of a law; and (v) is necessary for the maintenance or fulfillment of a legal relationship among them.

Entities receiver personal data	Purpose
Authorities and Regulatory Entities	Compliance with requirements of information.

### ARCO Duties

You have the duty to know what personal data we have about you, what we use them for and the conditions of use we give them (Access). It is also your duty to request the correction of your personal information if it is outdated, inaccurate or incomplete (Rectification); that we remove it from or delete our databases when it considers that it is not being used in accordance with the principles, duties and obligations (Cancellation-Delete); as well as oppose the use of your personal data for specific purposes (Opposition). These duties are known as ARCO duties.

To exercise of ARCO duties, send by e-mail [privacidad@gruporom.com](mailto:privacidad@gruporom.com) to *Comité de Protección de Datos* or complete the form [“Formato de Derechos ARCO”](#) or sending a written request including their full name, phone number, your address, or e-mail to receive notice, and copy of their ID Card to the following address: calle Poniente 134 No. 680-A, Col. Industrial Vallejo, Alcaldía de Azcapotzalco, Ciudad de México, C.P. 02300. The request must be directed to *Comité de Protección de Datos*.

To clarify doubts and/or complaints about the procedure and requirements for the exercise of ARCO duties, you can contact the *Comité de Protección de Datos*, who will process the requests for the exercise of these duties, and will answer any questions that may have regarding the processing of your information. The contact details are as follows:

- Data Steward: *Comité de Protección de Datos*.
- Address: Calle Poniente 134 No. 680-A, Col. Industrial Vallejo, Alcaldía de Azcapotzalco, Ciudad de México, C.P. 02300.

- E-mail: [privacidad@gruporom.com](mailto:privacidad@gruporom.com)

For the application to exercise your ARCO duties, you must consider the following requirements:

The requesting person must be the data owner, or the data owner's legal representative, so in both cases you must prove your Documents proving identity, an address or any other means to communicate the answer to their request, any other document or item that facilitates the location of the personal data, and the documentation that is required according to the duty that you wish to exercise and in the terms provided by Ley Federal de Protección de Datos Personales en Posesión de los Particulares must be considered.

The following particularities must be considered for the exercise of each of the ARCO duties:

**ACCESS:** the data owner may request information regarding specific data, data included in a data system or all of their data undergoing processing.

**RECTIFICATION:** Faculty to request that inaccurate or incomplete data be modified.

**CANCELLATION (delete):** Faculty of the data owner to request delete of their data when they are unnecessary or irrelevant to the purpose for which they were collected.

**OPPOSITION:** Faculty to be dissatisfied at the processing of their data.

If the information provided by the data owner is erroneous to attend to it, or, the necessary and indispensable documents are not accompanied for your attention, the Comité de Protección de Datos may request it in a period not exceeding five days, the information and / or documentation necessary to process it. So you will have ten days after receipt, to meet this requirement.

If the information provided by the data owner in the application is sufficient, the time to issue a resolution corresponds to a period of twenty days from the date of receipt of your request.

In compliance with Ley Federal de Protección de Datos Personales en Posesión de Particulares the period of time may be extended only once for an equal period, provided that the circumstances of the case justify it.

If the resolution to your request is appropriate once it has been notified, it will be effective within the next fifteen days. This period may be extended only once for an equal period, provided that the circumstances of the case justify it, which will be made known through the previously chosen means of contact.

The reproduction format through which you can obtain the information or personal data requested through the exercise of the duty of access corresponds to the issuance of digital replica or any other selected means.

## Repeal agree

Data owner may, at any moment repeal their consent for the processing of their personal data, limit the use or disclosure thereof, as well as exercise ARCO duties, sending your request to the following e-mail [privacidad@gruporom.com](mailto:privacidad@gruporom.com) to *Comité de Protección de Datos* or complete the form "[Formato de Derechos ARCO](#)" or sending a written request including their full name, phone number, your address, or e-mail to receive notice, and copy of their ID Card to the following address: calle Poniente 134 No. 680-A, Col. Industrial Vallejo, Alcaldía de Azcapotzalco, Ciudad de México, C.P. 02300. The request must be directed to Comité de Protección de Datos.

To clarify doubts and/or complaints about the procedure and requirements for the exercise of repeal, you can contact the *Comité de Protección de Datos*, who will process the requests for the exercise of these duties, and will answer any questions that may have regarding the processing of your information. The contact details are as follows:

- Data Steward: Comité de Protección de Datos.
- Address: Calle Poniente 134 No. 680-A, Col. Industrial Vallejo, Alcaldía de Azcapotzalco, Ciudad de México, C.P. 02300.
- E-mail: [privacidad@gruporom.com](mailto:privacidad@gruporom.com)

For the application to exercise your repeal agree, you must consider the following requirements:

The requesting person must be the data owner, or the data owner's legal representative, so in both cases you must prove your Documents proving identity, an address or any other means to communicate the answer to their request, any other document or item that facilitates the location of the personal data, and the documentation that is required according to the duty that you wish to exercise and in the terms provided by Ley Federal de Protección de Datos Personales en Posesión de los Particulares must be considered.

If the information provided by the data owner in the application is sufficient, the time to issue a resolution corresponds to a period of twenty days from the date of receipt of your request.

## Privacy Policy updates

Privacy policy updates derived from new legal requirements; for the evolution in our processes or services we offer; of our data practices; of evolutions in our business model.

We will keep you informed about the privacy policy updates through the ROM's website and by institutional statement or digital statements, notifying the updates.