

## PRIVACY POLICY

### IN ACCORDANCE WITH THE PROVISIONS OF THE FEDERAL LAW ON PROTECTION OF PERSONAL DATA HELD BY PRIVATE PARTIES.

#### *Responsible for the protection of their personal data*

MATERIALES Y EQUIPO PETROLERO, S.A. DE C.V. (hereinafter named as MATYEP) domiciled at:

- Av. Mil Cumbres N° 50; Col. Las Cumbres; C.P. 88740; Reynosa, Tamaulipas, Mexico.
- Rosa N° 102; Col. Revolución; C.P. 93390; Poza Rica de Hidalgo, Veracruz, Mexico.
- Plutarco Elías Calles s/n; Col. Curahueso; C.P. 86190; Villahermosa, Tabasco, Mexico.
- Ave. Libertad No. 8, entre Libertad y Ave. Central, Col. Héroe de Nacozari 1, CP. 24158. Cd. del Carmen, Campeche Mexico.
- J.B. Lizardi Mz. 1 Lt. 12; Col. Ciudad Industrial Bruno Pagliai; C.P. 91697; Veracruz, Veracruz, México, responsible for the treatment of your personal data.

How to contact us:

Through its promoter MATYEP who attended you signing this document at 52 (993) 317-9018 ext. 115 in Villahermosa, Tabasco, at 52 (899) 925-0981 Ext. 120 in Reynosa, Tamaulipas, at 52 (229) 981-2324 in Veracruz, Veracruz, at 52 (782) 824-4325 in Poza Rica, Veracruz and at 52 (938) 383-1456 Ext. 107 in Ciudad del Carmen, Campeche, or [matyep@matyep.com.mx](mailto:matyep@matyep.com.mx) and/or the address specified above.

#### **What is the purpose and the use of your personal data collected?**

Your personal data will be used for the following purposes:

- a) To provide the services requested by you through the service contract and / or sale, which forms an integral part of your record and so to fulfill our obligations to our customers;
- b) To provide security and legal certainty to bidders and potential buyers of the tools and parts that we provide discounted services under the contract.
- c) To form the corresponding file in the human resources area of MATYEP, for job applications or vacancies for the recruitment and selection of staff.

## **What are the personal data collected and where we get it?**

For the purposes outlined in this privacy policy, we may collect personal information in several ways: when you provide them to us directly, when you visit our website or use our services online, via phone and when we gather information through other sources that are permitted by Law.

### **Personal information we collect directly.**

We obtain your personal information directly when you provide it to us through one promoter, an executive or one of the human resources staff of MATYEP who is your contact of contract service and/or sales, or by various electronic means. The data we collect in this way can be, among others:

Full Name:

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Address:

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Marital Status:

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Company Name:

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Telephone:

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E-Mail:

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### **Personal data we collect when you visit our website or when you use our online services.**

Name, email and phone number that you provided us.

### **Personal data we gather through other sources.**

We also may obtain information about you from other sources permitted by Law, such as Telephone Directories or Labor, Bureau of credit, IFE, Civil Registration, Official Journals. The data we get from the media can be, among others: changes of address, credit status, impediments or legal changes, laboral status.

### **Sensitive personal data.**

Although normally we do not collect sensitive data, we inform you that to comply with the purposes set out in this privacy notice, if we got to get and process the sensitive personal data, such as those that refers to legal impediments, credit standing, race, sexual preferences, state of present or future health, religious beliefs and other established in the Federal Law on the protection of personal data held by private parties. We promise that these data will be treated under the most stringent security measures to ensure confidentiality.

In accordance with the provisions of Article 9th of the Law that we mentioned, we require specific consent to the processing of your sensitive personal data, so we ask you to indicate whether or not to accept the treatment we do to them:

I agree that my sensitive personal data are processed in accordance with the terms and conditions of this privacy notice.

I Accept

I Don't Accept

### **How to access or correct your personal details, or cancell or opposing to their use?**

You have the right to access their personal data we possess and the details of their use, as well as to rectify if the data are inaccurate or incomplete; also delete them when you think that is not required for any of the purposes specified in this notice privacy, are being used for purposes not consented or have completed the contract or service, or maybe if you oppose the processing thereof for specific purposes.

*- The mechanisms that have been implemented for the exercise of such rights is through the submission of the respective application by:*

a) The promoter and/or executive of MATYEP.

b) Send a request to [matyep@matyep.com.mx](mailto:matyep@matyep.com.mx)

- Your application must contain the following information:

a) Full name.

b) Address.

c) Product concerned.

d) Specify the processing: rectification, cancellation and/or termination of the service contract.

- *The deadlines to meet your request are:*

In both cases, ten working days from receipt of the request, the confirmation will be sent to your email for the purpose you have provided us.

For more information, please contact the privacy department by e-mail [matyep@matyep.com.mx](mailto:matyep@matyep.com.mx)

### **How can you withdraw your approval for the use of your personal data?**

Any time, you may revoke the consent you have given us to treat your personal data in order to stop making use of them. To do this, you need to submit your request by:

- a) The promoter and/or executive of MATYEP
- b) Send the request to [matyep@matyep.com.mx](mailto:matyep@matyep.com.mx)

Your request must be accompanied by the following information:

- a) Full name
- b) Address
- c) Treated product
- d) Mention on the Subject "Revocation".

Within a maximum of 10 working days we will attend your request and we will inform to you about the origin of it by the email you registered.

### **Your data can travel to another country or be shared with others.**

Your personal data may be transferred to and processed in and out of the country, by different people on this company. In that case, your information may be shared with prospective buyers customers to meet the acquired commitment in the service contract.

We will not transfer your personal information to third parties without your consent, except as otherwise provided in Article 37 of the Federal Law on Protection of Personal Data Held by Private Parties and to make this information transfer in the terms established that law:

" Article 37.- Domestic or international transfers of data may be carried out without the consent of the data owner in the following cases:

- I. Where the transfer is pursuant to a Law or Treaty to which Mexico is party;
- II. Where the transfer is necessary for medical diagnosis or prevention, health care delivery, medical treatment or health services management;
- III. Where the transfer is made to holding companies, subsidiaries or affiliates under common control of the data controller, or to a parent company or any company of the same group as the data controller, operating under the same internal processes and policies;

- IV. Where the transfer is necessary by virtue of a contract executed or to be executed in the interest of the data owner between the data controller and a third party; here the transfer is necessary or legally required to safeguard public interest or for the administration of justice;
- V. Where the transfer is necessary for the recognition, exercise or defense of a right in a judicial proceeding, and
- VI. Where the transfer is necessary to maintain or fulfill a legal relationship between the data controller and the data owner”.

If you have no objections of that your personal data could be transferred, shall be deemed to have consented.

I Accept

I Don't Accept

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Full Name and Autograph Signature

E-Mail

In the case that we must transfer sensitive personal data, we must obtain express written consent, in accordance with the provisions of Article 9 of the Law on appointment:

“Article 9.- In the case of sensitive personal data, the data controller must obtain express written consent from the data owner for processing, through said data owner's signature, electronic signature, or any authentication mechanism established for such a purpose.

Databases containing sensitive personal data may not be created without justification of their creation for purposes that are legitimate, concrete and consistent with the explicit objectives or activities pursued by the regulated party”.

So we asked if you accept this data transfer:

I Accept

I Don't Accept

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Full Name and Autograph Signature

E-Mail

We reserve the right to make changes at any time or update this privacy policy, by the attention of a new legislation, internal policies or new requirements for providing or offering our services. These modifications will be publicly available on our website in the section ..... or we will send it at the last email you have provided to us.

## **Use of the Cookies and Web Beacons.**

The Cookies are text files that are automatically stored downloaded to the hard disk of computer equipment user to navigate a specific website, this allows you to remind to the server Internet some data about the user, including their preferences for the display of pages on that server, name and password.

Meanwhile, "web beacons" are the images embedded in a website or email, that can be used to monitor the behavior of a visitor, such as storing information on the user's IP address, duration of interaction on that page images and the type of browser used, among other.

Please note that we do not use cookies or web beacons to collect personal information from you, such as:

Your browser type and operating system, the sections you visit within our website **www.matyep.com.mx**, IP address.

## **To whom it may file grievances and complaints of improper processing of personal data?**

If you consider that your right to the personal data protection has been injured by any conduct of our employees or our actions or our responses, presumably in the treatment of your personal data with a violation of the provisions of the Federal Law on protection of personal data held by private parties, may file a grievance or complaint at the Federal Institute of Access to Information and Data Protection, for more information visit [www.ifai.org.mx](http://www.ifai.org.mx).

All privacy policy of MATYEP safeguarding the privacy of my personal and sensitive data.

I Accept

I Don't Accept

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Full Name and Autograph Signature

E-Mail