



## CODIFLEX, S.A. DE C.V.

(COMMERCIALLY KNOWN AS **CODIFLEX**)

### NOTICE OF PRIVACY

#### CLIENTS AND SUPPLIERS

We are committed to the protection of personal data, therefore, in compliance with the provisions of the Federal Law on Protection of Personal Data held by individuals published in the Official Gazette on July 5, 2010 Company (the "Law") and its Regulations, this Privacy Notice extends.

<b>Responsible for the protection of personal data:</b>	Codiflex, S.A. DE C.V. (KNOWN AS COMMERCIALLY Codiflex), residing in Hidalgo Ave., No. 2503-3, Colonia Industrial, Postal Code 31304, in Cd. Chihuahua, Chihuahua, is responsible for the processing of personal data. You can contact us to exercise your rights ARCO, or for any questions you may have about the handling of their personal to our department Personal Data Protection data via email to <a href="mailto:avisopriv@codiflex.com.mx">avisopriv@codiflex.com.mx</a> .
<b>For what purpose we collect and use your personal data?</b>	Your personal data is collected non-disclosure or commercial use, and will be only for the following purposes:  For customers: <ol style="list-style-type: none"><li>1. Determine the service provided that you request;</li><li>2. Perform prices of services and products requested;</li><li>3. Verify the information you provide us;</li><li>4. Conduct credit and collections functions derived from the executed operations.</li></ol> Provider: <ol style="list-style-type: none"><li>1. Prepare purchase orders;</li><li>2. Maintain a contact within the company;</li><li>3. Determine whether the most appropriate, to request their services, products and prices;</li></ol> For customers and suppliers: <ol style="list-style-type: none"><li>1. Conduct an accounting record of executed operations;</li><li>2. Maintain a database of suppliers and customers;</li><li>3. Develop and submit invoices;</li><li>4. Enlist video for internal and external security;</li></ol>

	<p>5. Comply with legal obligations arising from our contractual relationship, including payments for services received and / or provided in compliance with applicable regulations;</p> <p>6. Provide data to Law Firms in case of contingency, to exert the necessary legal action to resolve it.</p> <p>Personal data will be stored for a period of one year from their production and / or during the duration of our business relationship, under the strictest confidence and will not be able to give a different use those mentioned above, unless there a change in this Privacy Notice.</p>
<p><b>What personal information we get and from where?</b></p>	<p>For the purposes outlined in this Privacy Notice, we may collect your personal data when you provide them to us directly, either personally, by telephone or electronically, and when we get information through other sources that are permitted by law .</p> <p>Your personal data will be transferred only when we have your express consent, so they are protected with us all the time.</p> <p>Financial data we collect are exclusively for the purposes expressed herein and under the legal relationship that unites us with you.</p> <p>General personal data will ask suppliers are: Full name, address and telephone number, Contribuyentes Federal Register (RFC), email, website, account and interbank CLAB, handwritten signature, photograph and video.</p> <p>General personal data that customers ask are: Full name, address and telephone number, Contribuyentes Federal Register (RFC), email, website and signature.</p>
<p><b>Using "Cookies" and "Web Beacons":</b></p>	<p>Please note that our website use "cookies" and "web beacons" which are text files that are automatically stored downloaded on the hard disk of computer equipment user to navigate a website specifically used and allows us to monitor user behavior as Internet, provide better service and user experience when browsing our site and offer new products and services based on their preferences.</p> <p>If not wish Codiflex keep this information, the user needs to express its dissatisfaction by sending your request to <a href="mailto:avisopriv@codiflex.com.mx">avisopriv@codiflex.com.mx</a>. Failure to do so will be deemed to accept the conditions here indicated.</p>
<p><b>How you can exercise their ARCO rights to access or rectify any personal information cancel or oppose its use?</b></p>	<p>You have the right to access your personal data we possess and the details of their treatment and to correct them if they are inaccurate or incomplete; Cancel when you consider that are not required for any of the purposes specified in this privacy notice, they are being used for purposes nonconsensual or has completed the contractual or service, or object to the processing thereof for specific purposes.</p> <p>To exercise their rights ARCO, we require you send us a request to our email address <a href="mailto:avisopriv@codiflex.com.mx">avisopriv@codiflex.com.mx</a> or at the address provided in this Privacy Notice. You must comply with the requirements specified in the following section.</p>
<p><b>How you can revoke your consent to the processing of data, restrict its use or disclosure, including stop using your data for secondary purposes?</b></p>	<p>At any time, you may revoke the consent given to us for the processing of personal data and limit their use or disclosure, in order to stop making use of them or to be used for secondary purposes. To do this, you need to submit your request:</p> <p>a) writing to the address on Avenida Hidalgo, No. 2503-3, Colonia Industrial, Postal Code 31304, in the City of Chihuahua, Chihuahua.;</p> <p>a) b) Through an application is requested and sent to email <a href="mailto:avisopriv@codiflex.com.mx">avisopriv@codiflex.com.mx</a>.</p>

Demonstrating that you are the owner of the personal data or his legal representative, and where appropriate, with any official identification document and expressing the clear and precise description of the personal data on those seeking to exercise any right and any other item or document that facilitates the location of personal data and any other documents required by applicable law at the time of filing the application, as well as email which we will send our reply or phone to which we can contact you.

Within a maximum period of 20 days after the request is received, answer your request and inform you about the origin of it through an email to the address you have provided or, where appropriate, we will make a phone call to go to our home to receive the requested response. If the request is answered affirmatively or appropriate manner, the requested changes will be made within a maximum period of 15 working days. The charge may notify within the periods referred to in this paragraph the extension thereof, for once, for a period equal to the original.

Please note that there are legal procedures established to prevent it sent information you do not want, or that their data are used commercially. We suggest you register with the CONDUSEF in the Public Registry of Users (REUS) on page [www.condusef.gob.mx](http://www.condusef.gob.mx), to avoid publicity and to PROFECO in the Public Registry to Avoid Advertising (ENTEP) on page [www.profeco.gob.mx](http://www.profeco.gob.mx). Please let us know if you have decided to include his name in those lists to take the appropriate adjustments.

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**How do we protect your personal data?**

We pledge to do our utmost to protect the security of personal data provided to us by the conclusion of legal acts, through the use of technologies that control access, use or disclosure of personal information and related administrative measures in our company. We have security measures including restricted access to their files and constant monitoring of our systems access. In case security breaches occurred at any stage of treatment arise, we will inform the email that we were provided, to take appropriate measures for their protection.

**Changes to privacy notice:**

We reserve the right to make changes at any time or update this privacy notice, for the attention of new legislation, internal policies or new requirements for providing or offering our services or products.

These modifications will be made available to the public through visible ads on our premises or on our website.

**To whom can file complaints and allegations of improper processing of personal data?**

If you believe that your right to protection of personal data has been injured by any conduct of our employees or our actions or responses, it presumes that there is any violation of the provisions of the Federal Protection Act in the processing of personal data Personal data Held by Private Parties, may file a complaint or file complaints with the NACI, for more information visit [www.inai.org.mx](http://www.inai.org.mx).

LAST UPDATE TO THIS NOTICE OF PRIVACY: 19 JANUARY 2016.