

Updated April 2021

# PRIVACY NOTICE

## 1. Definitions:

**A. Privacy notice:** Legal statement made to a data subject that describes how an organization, duly identified in the statement, collects, uses, retains, and discloses personal information and the specific rights the data subject can exercise regarding such personal information.

**B. Consent:** acceptance by the data subject of the treatment of his personal information.

**C. Personal information:** any information of a person or legal entity that allows to identify such person or legal entity.

**D. Sensitive personal data:** all personal data of an intimate nature possessed by a data subject which unlawful use might result in discrimination or risk other type of risk to his/its person or property.

**E. Person in charge:** Person or legal entity that on its own or jointly with other persons or entities treats personal information on behalf of the responsible person.

**F. INAI:** National Institute for the Access to Public Information and Data Protection who is the government agency in charge of the observation and execution of the Law.

**G. Law:** Federal Law for the Protection of Personal Data in possession of private persons or entities.

**H. Responsible Person.** Person or legal entity that decides on the treatment of personal data.

**I. Data Subject.** Person or legal entity that owns the personal data or to whom the personal data applies.

**J. Treatment.** Procedure by which the personal data is obtained, used, disclosed, or stored, by any mean accepted by Law.

**K. Disclosure.** Any act of communication or disclosure of personal data directed to an individual or entity different from the responsible person or the person in charge.

## 2. Identification of the person responsible for the obtention of personal data.

Through this Privacy Notice, in terms of Fraction II of Article 2 of the Law, INTERTEAM, S.A. DE C.V. (hereinafter INTERTEAM); with legal address in Colima 114, Suite 201, Colonia Roma, Zip Code 06700, Mayoral Office of Cuauhtémoc, in Mexico City; discloses to the general public that it is responsible for the treatment of personal data.

## 3. Personal data requested.

**INTERTEAM** obtains directly from you the personal data listed below:

### 1. Regarding individuals:

- Full name.
- Commercial Activity (for credit filing purposes).
- Fiscal Address.
- Proof of Address not older than 3 months.
- Official Valid Identification (Passport or Electoral Card).

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- Taxpayer Number.
- Fiscal Situation Certificate of the month in which personal data is requested.
- Tax Fulfilment Opinion 32-D of the month in which the personal data is requested.
- Phone number.
- Fiscal Address Validation made by the Tax Authorities.
- Fax (for credit filing purposes).
- Webpage address (for credit filing purposes).
- Job title (for credit filing purposes).
- Name, phone number and email address of the personal in charge of payments.

## 2. Regarding legal entities:

- Company's Name.
- Act of incorporation and Bylaws and its modifications.
- Names of the legal representatives of the company.
- Powers of Attorney given by the company to its legal representatives.
- Official Valid Identification of the legal representatives (Passport or Electoral Card).
- Taxpayer number of the legal representative.
- Fiscal Address.
- Fiscal Address Validation made by the Tax Authorities.
- Fiscal Inbox validation made by the Tax Authorities.
- Taxpayer number.
- Fiscal Situation Certificate of the month in which personal data is requested.
- Tax Fulfilment Opinion 32-D of the month in which the personal data is requested.
- Company's Email address and phone number.
- Webpage address and fax number (for credit filing purposes).
- Name and Job title of the applicant (for credit filing purposes).
- Name, phone number and email address of the personal in charge of payments.
- Name of subsidiary companies (for credit filing purposes).

## 4. Purpose of the treatment of personal data.

Personal data described in section 3. of this Privacy Notice, that might be requested and obtained by **INTERTEAM**, will only be used for the following purposes:

- A. Register individuals or legal entities as customers or suppliers in INTERTEAM's internal database.
- B. File and resolve credit requests for the payment of logistics services rendered by INTERTEAM.
- C. For INTERTEAM to properly rendered any and all logistics services hired.
- D. To process any type of administrative fiscal documents, such as invoices, payment complements, et. al.
- E. To properly process complaints and claims or to evaluate customer service rendered by INTERTEAM.
- F. To market services rendered by INTERTEAM.

## 5. Consent.

All data subjects expressly declare that they read and understood this Privacy Notice and that they have been sufficiently informed of the personal data to be requested, obtained and treated by **INTERTEAM**; and therefore, consent that **INTERTEAM** treats their personal data in terms of sections 3. and 4. Of this **Privacy Notice**.

## 6. Disclosure of Personal Data.

Hereby, **INTERTEAM** informs the general public that regarding all services rendered, it might be possible that personal data is disclosed to national or international third parties for the services to be rendered properly. Such disclosure to third parties will only be done to:

- I. Customs brokers or custom broker agencies with which previous agreements have been executed to handle the import and export of goods.
- II. Storage companies, trucking companies, stowage companies, loading service companies or any other company that renders international logistics services.
- III. Airlines, shipping lines or companies related to international cargo transportation services.
- IV. Insurance companies or insurance brokers related to any international transportation service.
- V. Companies dedicated to the electronic transmission of data in terms of the Customs Laws and the General Rules for International Commerce.
- VI. Public entities for that might require personal data for the fulfilment of obligations related to the services rendered by INTERTEAM as the electronic transmission of data in terms of the Customs Laws and the General Rules for International Commerce, et. al.

Disclosure of personal data will apply when: a) when third parties requested to invoice the services they render, b) when the data subject requests the invoicing of a third party provider directly, c) when personal data is required to fill international cargo transportation documents, d) when the data subject needs issuance of insurance policies on any determined logistics service, or, e) when the electronic transmission of data is required to comply with certain government rules, policies or the law, in any determined logistics service. Personal data that might be disclosed is the following:

- a. Name or name of the Company.
- b. Full Address.
- c. Taxpayer Type.
- d. Taxpayer number.
- e. Email address and contact phone number.

Furthermore, in terms of article 37 of the Law, **INTERTEAM** informs the general public that it will disclose any or all of the above-mentioned personal data without prior consent in any of the following cases:

- When disclosure is necessary due to the execution of a contract in benefit of the data subject by the person responsible.
- When disclosure is necessary to maintain or fulfil obligations between the data subject and the person responsible.
- In addition to the above, article 37 of the Law defines the cases in which INTERTEAM might disclose persona data without prior consent as follows:
- When disclosure is required by Law or by any international treaty ratified by the Mexican Government.
- When disclosure is necessary for prevention or medical diagnostic, sanitary assistance, medical treatment, or process for sanitary services.
- When disclosure is made to holding companies, subsidiary companies or affiliate companies, under the common control of the responsible person, parent companies or any company of the same group of companies to which the responsible person belongs to and that operate under the same policies and processes.
- When disclosure is necessary or legally required to uphold public interest or the administration of justice.
- When disclosure is necessary for the recognition, exercise, or defense of a specific right during a judicial procedure.

Last but not least, according to article 36 of the Law, **INTERTEAM** hereby agrees that when disclosing data to third parties, will disclose this Privacy Notice to such third parties with the purpose that they treat such personal data at least in the same manner herby provided.

## 7. ARCO RIGHTS.

According to article 22 of the Law, **INTERTEAM** hereby informs the general public that as data subjects the following **ARCO Rights** may be exercised at any time:

- 1. Access:** data subjects have the right to access all personal data provided to **INTERTEAM**, as well as the rules of treatment of such personal data in terms of this Privacy Notice.
- 2. Rectification:** data subjects have the right to correct, complete or rectify any mistakes or inaccuracies of the personal data provided to **INTERTEAM**.
- 3. Cancellation:** data subjects have the right to cancel any personal data provided to **INTERTEAM**.
- 4. Opposition:** data subjects have the right to oppose the continuance of treatment of any personal data provided to **INTERTEAM**, with justified cause.

For further reference, the difference between the cancelation right and the opposition right relies on the fact that cancelation rights are for one or more pieces of personal data that the data subject no longer consents to be treated by **INTERTEAM**, and Opposition rights are for the complete personal data provided to **INTERTEAM**, therefore exercising this rights and once your petition for cancelation or opposition is accepted, **INTERTEAM** will cease treating your personal data until a further consent is received.

For the exercise of the above-mentioned **ARCO Rights**, data subjects shall contact **INTERTEAM** via mail addressed to Colima 114, Suite 201, Colonia Roma, 06700, Mayoral Office of Cuauhtémoc, Mexico City, or email at [interteam@interteam.com.mx](mailto:interteam@interteam.com.mx)

Regardless the way the data subject chooses to exercise **ARCO Rights** and contact **INTERTEAM**, any request will be in writing, in Spanish language, addressed to the Legal Counsel of **INTERTEAM** and shall clearly state at least:

- Name of the data subject, address or any other contact mean for response purposes.
- Official Valid Identification (Passport or Electoral Card) of the data subject or power of attorney of the legal representative of the data subject (in case of legal entities).
- The ARCO Right exercised and the personal data subject to the exercise of such right.
- Any mean that allows INTERTEAM to identify the personal data of the data subject.

According to article 32 of the Law, once your request is received INTERTEAM will process your request within 20 (twenty) business days resolving its admissibility, and if it is admissible resolution will be verified 15 (fifteen) business days after the resolution is informed to the data subject.

## 8. Authority.

**INTERTEAM** informs the general public that the Mexican authority responsible for the information, protection, exercise, and guard of the Law regarding personal data protection is **INAI**.

Any data subject that provided personal data to **INTERTEAM** that might deem that **INTERTEAM** is not treating their personal data correctly or has not allowed the proper exercise of the **ARCO Rights** granted by the Law, has the right to file for the procedure to protect his/its personal data in accordance with articles 45 thru 58 of the Law, before INAI.

## 9. Final Considerations.

According to section VI of article 16 of the LAW, **INTERTEAM** hereby states that this **Privacy Notice** might be modified or amended at any time. Such modifications or amendments will be published at <https://www.interteam.com.mx/> or might be informed to the data subject via email through the following statement:

Dear user, according to the Federal Law for the Protection of Personal Data in Possession of Private Persons or Entities our Privacy notice has been modified or amended. We respectfully request the general public to revise the latest version of our Privacy Notice at <https://interteam.com.mx/privacidad/>

In case of doubts, comments or requests regarding ARCO Rights we respectfully ask data subjects to contact us through the channels stated in our Privacy Notice.



**INTERTEAM, S.A. DE C.V.**

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Interteam is a member of the **World Wide Alliance** - [www.wwalliance.com](http://www.wwalliance.com)