

PRIVACY NOTICE

This notice is addressed to any who maintain a relationship of any kind, with the responsible mentioned in "IDENTITY" section of this document.

The purpose of this Privacy Notice is to inform you, as owner of your personal information. The Following:

- Your personal information will be collected and used for certain purposes.
- Treatment policies to be subjected your personal information.
- Inform you as owner, how to execute the rights that law gives you

This legitimate order the owner to make informed decisions regarding your personal data and control the use of your personal information. This is in compliance with the Federal Law on Protection of Personal Data in Possession of individuals published in the official journal of the federation on July 5, 2010.

You have at your disposal at all time, this privacy notice on our website: <http://www.metrican.com> , and can access the contents of the Law through the portals of the Federal Government, through the Interior Ministry, offers on website: <http://www.ordenjuridico.gob.mx>

Also, at any time you can limit the use or disclosure of personal information through the exercise of rights of access, rectification, cancellation or opposition to the Law provides. This it's submitting a written request on "ADDRESS" indicated in this notice. It means that you as the owner consents tacitly treat your personal data as enunciated in this privacy notice, as having put at his disposal, does not oppose.

IDENTITY

METRICAN ESTAMPADOS S.A. DE C.V. AND METRICAN SERVICIOS DE MEXICO S.A. DE C.V. For purposes of this privacy notice act as liable to you, for your personal information management.

ADDRESS

For purposes of this privacy notice indicates the identities address:

Circuito Exportación # 432

Parque Industrial Tres Naciones 2da sección

Zona Industrial, San Luis Potosí. S.L.P. México

C.P. 78395

PRINCIPLE OF INFORMATION

Each identity informs you that have, collect or will collect from you, your personal information needed, mainly for the proper conduct of the operations and delivery of services and to hold each other responsible actions can be performed under the Act and by laws. This information has been obtained either personally or directly from you, or by any electronic, optical, audio, visual, or through any other technology. We may collect personal data that you hold, through third parties and other sources permitted by law.

Personal data collected or to be collected may include, among others, the following:

- **Information for Identification and contact:** like full names, address, phone numbers, civil state, sign, electronic sign, email, R.F.C; C.U.R.P date and place where you born. Age, names of members of your family. Dependents and beneficiaries. And addresses of each one, and registration information, in secretaries of government institutes.
- **Labor data:** Carrier, charge or current responsibility, Address, phone, e-mail, labor references, personal references, trade references and among others.
- **Financial information or property:** real and personal property, credit history, income and expenses, bank statements, insurances, AFORE information, bonds, trade references, among others.

PURPOSE OF INFORMATION COLLECTED

Each identity will be responsible for treatment of your personal data collected, including financial or patrimonial, especially those, as well as sensitive, if any, for the following purposes:

- The realization of each and every trade, labor and services held each other, between owners and identities, according to the law.
- Realization surveys, creation or implementation for analytic process, statistics as needed, relates with operations, services or act
- Complaint with any requirement of any competent authority or government.
- The realization of any complement activity, or process to help any agreement for realization or above purposes.
- Consulting, research, investigation or reviews in relation to any complaint or claim.
- For contacting you to discuss anything related to your personal information or this privacy notice.
- More specific information will be used as:
 - i. For employees: Information is used to for adequate internal control, to take safety measures, health and care, and to do payments arising from an employment relationship.
 - ii. Employee Candidates: Information is used to to schedule job interviews, assessments, contact them and maintaining internal controls for monitoring and eventual hiring.
 - iii. Suppliers and Customers: Information will be used for identification purposes, location, contact or any realization of payments, collections, policies, or services information / products, quality assessment, and transmission to third parties or by any means permitted by law.

The processing of personal data is limited to:

- Exclusively to fulfill the purposes set out in this privacy notice.
- Purposes other than that they are compatible or related with this privacy notice, this can be done again without appropriate consent of the owner.

Also, the processing of personal data shall be that necessary, appropriate and relevant in relation to the purposes set out in this privacy notice and with different purposes which are compatible or related.

DATA TRANSFER

To fulfill the purposes set out in this privacy notice and with different purposes which are compatible or similar, make responsible may require the transfer of personal data within and even outside of Mexico. So every responsible is committed to ensure that you meet all the legal principles concerning the protection of personal data transfer and expresses its commitment to respect at all times, this privacy notice. Under this privacy notice, the holder agrees to the transfer of your data, with the understanding that:

- Each identity can transfer personal data to third parties or foreign, different manager, who each identity will communicate this privacy notice and the purposes for treatment.
- If it's necessary by virtue of a contract celebrated between identities and third part.
- The third receiver will take same obligations that apply to identities, so the data processing will be made to as agreed in this privacy notice.

National or international transfers of data can be carried out without the consent of owner, among other cases, if transfer data:

- Is between identity companies, to subsidiaries or affiliates under the control of the identity . Or any associated company of the person that operates under the same processes and internal policies.
- If it's necessary by virtue of a contract or celebrated by the controller and a third party.
- If it's necessary for maintenance or enforcement of a relationship between information owner and identities.

Any identity may make transfers of personal data, in addition to the above assumptions, not limited in favor to:

- Companies that operate in conjunction with each company as identity for any product or service.
- Third parties operate in conjunction with any software responsible. And any other IT infrastructure as a platform for execution of this services.
- Third party service providers needed for operation of any identity, like agents that perform operations or provide services according to law and its bylaws, including but not limited to: bank brokers, data processing companies, companies for marketing, materials (printed or electronic). Security companies and transport, advertising agencies, tourist service providers (airlines, hotels, car rental agencies, etc.), businesses custody and guardianship of information (physically or electronic media) with proposes that assist in the realization of this privacy notice.
- Professionals, consultants or external consultants, for administration purposes, operations, services and acts that every identity can perform according to law and our bylaws. And for defense of the interests of any responsibility to any legal dispute arising on the occasion of such operations and services, such as collection agencies or external auditors, legal and accounting.

DATA MANAGEMENT DEPARTMENT

Identities assignee their Human Resources department as responsible for guard and manage your personal information and is responsible to provide care and process to the requests for your ARCO rights (access, rectification, cancellation and opposition as limitations to the use or disclosure of data and revocation of your consent). Referred to the Federal Law on Protection of Personal Data Held by Private Parties.

HOW TO APPLY RIGHTS (ARCO) ?

Subject to the provisions of the Law, effective since January 6, 2012, the information owner itself or by duly accredited legal representative may execute their rights of access, rectification, cancellation and opposition, by formulating the respective request by a written free writing and delivering it to the address indicated at the beginning of this notice, or sending this to the following email address avisodeprivacidad@metrican.com

The request must contain and must be accompanied by the following information:

- Owner name and address or other where identity can answer to the respective application.
- Documents to proving us the identity of owner, or all legal documentation needed to ensure, that owner, is who requesting.
- The description of personal data, for which the holder wishes to exercise any of the rights of access, Rectification, cancelation or opposition.
- In the case of requests for Rectification Of personal data, must be indicated to the identity the exact information, to be subject in addition, what kind of modifications must be made id and provide documentation to supporting your petition. In case addition to any other item or document to facilitate the localization for related personal data.

OPTIONS TO APPLY RIGHTS TO LIMIT USE OR DISCLOSURE OF DATA AND PROCEDURES TO REVOKE CONSENT

You also may at any time:

- To limit use of your information or disclosure of your personal data
- To Revoke your consent to give treatment to your personal data, on the understanding that any processing of personal data be to subject to the consent of the owner, unless otherwise provided by Federal law protection of personal data held by private Parties.

Procedure to be followed is described in section: "**How to apply rights (ARCO)?**".

COOKIES AND SECURITY PROTOCOL ONLINE

Identities, can request personal information through electronic ways, however at any time will not make use of cookies. There are cases in which the personal information is provided via email. So the security and confidentiality of the data provided by users are protected by a secure server on the Secure Socket Layer (SSL), so data sent is transmitted encrypted to ensure security.

MEDIA TO BE USED TO NOTIFY ANY CHANGE ON THIS PRIVACY NOTICE

Identities reserve rights to make at any time changes or modifications to this privacy notice, whether for care and compliance with rules and obligations in legislative, regulator, legal, internal policies, market practices or for any other reason.

Any change made to this Privacy notice will be notified by identities through any of the following:

- Visible Warnings in our facilities
- Our website: <http://www.metrican.com>