



Exercise of Rights of the Holder with respect to their Personal Data

Important information for the Holder

Read carefully the information in this document, as it contains a summary of the most relevant in relation to data protection rights derived from the Ley Federal de Protección de Datos en Posesión de Particulares (LFPDPPP).

1. While this document includes the most important references of the LFPDPPP, its regulations and secondary provisions for the exercise of the rights mentioned, the information is provided only as a guide.
2. You, the Holder, may exercise the rights established by the LFPDPPP exclusively on your personal data.
3. Your rights may be exercised, upon proof of your identity through the presentation of a legible copy of your current official identification document and, if necessary and required by the Responsible Party, the original for your comparison. The copy of the current official identification must be attached to the application as an essential requirement to proceed with it.
4. Their rights may also be exercised through the representative of the owner, after proof of the identity of the Holder, the identity of the representative and the existence of the document proving representation, by means of a public instrument or power of attorney signed before two witnesses or personal appearance of the Holder.
5. For the exercise of the rights of minors or of persons who are in a state of interdiction or incapacity established by law, the rules of representation set forth in the Código Civil Federal shall apply.
6. The Holder must provide true information, so that the Responsible has elements to locate their personal data and process their request.
7. The Responsible may require it within a period of 5 working days to request additional information. From the release of the requirement, the Responsible will answer your request within a period not exceeding 20 days to the effect that, if it is appropriate, it becomes effective within 15 days from the date on which the response is communicated. The two previous terms may be doubled when there is just cause.
8. The Responsible will invariably give a response to the request, regardless of whether or not personal data of the Owner is in their databases and according to what is selected in this format.

Do not send this form to the Federal Institute for Access to Information and Data Protection (IFAI), or to Proyectos Sistémica, S. A. de C.V. (SISTÉMICAINGENIERÍA@).

This form must be sent to the person in charge of processing your personal data by the means indicated in your Privacy Notice.

Definitions:

Right of Access: The Holder may access the personal data held by the person in charge as well as the information related to the conditions and generalities of the treatment.

Right of Rectification: The owner of the data may request the person responsible to rectify their personal data that proves to be inaccurate or incomplete.

Right of Cancellation: The owner may request the cancellation of his personal data to the person responsible, which implies the cessation of his treatment, as of a blocking of the same and his later suppression.

Right of Opposition: The owner may object to the processing of their personal data.

Revoke consent: The owner may deny or revoke your total or partial consent for the use of personal data.

Manifest the refusal to treat for additional purposes (secondary): The owner may deny or revoke their consent, as well as oppose the processing of their personal data for purposes that are different from those that are necessary and give rise to the legal relationship between the responsible and the owner.

Express the refusal for the transfer of my personal data: The owner may express his refusal so that his personal data is transferred with respect to the purposes established in this privacy notice.

The obligation of **Access** to information shall be considered fulfilled when the person in charge makes the personal data available to the owner through the issuance of simple copies, magnetic, optical, sound, visual or holographic media.

In order to exercise the right of **Rectification**, the Holder must indicate to which personal data it refers as well as the correction to be made and must be accompanied by the documentation that covers the origin of the request.

The **Cancellation** of personal data will proceed with respect to all the personal data of the owner contained in a database or only part of them.

The owner may **Oppose** the processing of their personal data when there is a legitimate cause and your specific situation so requires or when you do not want your personal data treated for specific purposes.

The right to object shall not be exercised when the processing is necessary for the fulfillment of a legal or legal obligation imposed on the Responsible Party.

The exercise of any of the rights may be restricted for reasons of national security, public order provisions, public health and safety or to protect the rights of third parties, in the cases and with the scope provided by applicable laws, or by resolution of the duly founded and motivated competent authority.

The cost of the exercise of rights of personal data is free, however, if the request is reiterated in a period of less than twelve months, there may be a charge equivalent to three days of the General Minimum Wage in force in the Federal District.



Data of the Responsible

Indicate the name or business name of the Responsible to whom you wish to exercise your rights.

Name of the Responsible: _____

Email: _____

Identidad del Titular

First Last Name: _____

Second Last Name: _____

Name(s): _____

Email: _____ Phone: _____

Address: _____

County or Delegation: _____ City: _____

State: _____ Zip Code: _____

Rights of the Holder

I wish to exercise the following Rights regarding my personal data:

- Access
- Rectification
- Cancellation Opposition
- Revocation of consent
- Manifest negative for secondary purposes
- Express negative for transfer

Describe in a **clear and precise way** the personal data regarding which one seeks to exercise any of the afore mentioned rights.

Right of Rectification

If you wish to rectify your personal data, please provide the correct information below:

Relationship of INCORRECT Personal Data

Relationship of CORRECT Personal Data

Remember to save (save) and then send this format by email, attaching the necessary documentation to expedite your request.