

REQUEST TO EXERCISE "ARCO" RIGHTS

"Access, Rectification, Cancellation or Opposition"

Date of request: _____

Full name of the Personal Data Owner: _____

Full name of the Legal Representative (if applicable): _____

Business unit responsible: _____

Street and building number: _____ Apt. or Suite No: _____

District: _____ Precinct or municipality: _____

Zip Code: _____ State: _____ Contact telephone: _____

Email address: _____

Right to exercise:

Access Rectification Cancellation Opposition

Details of the request: (add pages for the description if necessary).

Please indicate clearly and precisely the personal data you wish to protect:

Indicate the current official document whose copy is attached as identification of the Data Owner:

Voter ID card

Professional ID

Passport

Migratory document

The Legal Representative must also add, in addition to his official identification:

Power of Attorney signed before two witnesses

Notarial Power of Attorney

Name and Signature of the Personal Data Owner
Or his/her Legal Representative

Federal Law on Protection of Personal Data Held by Private Parties ("**FLPPD**")

In accordance with Article 32 of the LFPDP, you will receive a response to this request within 20 business days of receipt thereof and, pursuant to Article 45 of the Law, and 100 of its regulations, you may initiate a data protection process with the National Institute of Transparency, Access to Information and Protection of Personal Data.

ARCO RIGHTS (Access, Rectification, Cancellation or Opposition)

To exercise your ARCO rights, you must submit a request called the “ARCO Rights Request Form” to the entities that are part of the BD Group via email or in person to our Personal Data Department, located at Av. Bonampak, Supermanzana 10, Manzana 2, Lote 7, Fourth Floor, Tower "B", C.P. 77500, Cancun, Quintana Roo, Mexico. Email: datos@grupobd.mx Hours of Operation: Monday to Friday, from 9:00 AM to 1:00 PM. Phone: (998) 272 8040 ext. 5292

Requirements for submitting requests.

- 1.- Full name and address, email address (the latter must be provided if you authorize receipt of the required information or any corresponding notifications).
- 2.- If the Data Owner is the one submitting the request, they must attach an identification document to verify their identity. Acceptable documents may include: Voter ID card issued by the National Electoral Institute (INE, in its Spanish abbreviation), valid passport, professional ID card. If the Data Owner is a foreign national, they should attach their valid immigration document;
- 3.- If the Data Owner is not the one submitting the request, the legal representative must present a document proving the existence of the representation, such as a public instrument or a power of attorney signed in the presence of two witnesses, along with the identification of both the Data Owner and the Legal Representative. Acceptable identification documents may include: Voter ID card issued by the National Electoral Institute (INE, in its Spanish abbreviation), valid passport, professional ID card. If the Data Owner is a foreign national, they should attach their valid immigration document;
- 4.- A clear and precise description of the personal data for which you wish to exercise any of the ARCO Rights, specifying which right you wish to exercise and the reasons why you wish to exercise it;
- 5.- Any document or information that proves that your personal data is held by **any of the business units of Grupo BD**;
- 6.- In case of requesting a data rectification, you must also indicate the modifications to be made and provide the documentation supporting your request (birth certificate, proof of address, or any document that confirms and justifies the change to be made to your personal data).

Response times.

Grupo BD will respond to your request within **20 (twenty) business days** from the date you receive an acknowledgment of receipt of the request. If the request is deemed valid, a response will be provided within **15 (fifteen) days** following the notification of its approval. The response may be sent via email or in person.

Grupo BD may request that you present the original documents you submitted with your request for verification at the address previously provided, within 5 (five) business days following the request. If you fail to present the documents within this period, your request will be filed and considered invalid.

Procedures for Submitting Complaints.

If i) we fail to respond to your request within the timeframes established by law, ii) you are not satisfied with the response, or iii) you believe there is no valid reason to delay providing the information you requested, you may submit your complaint to our **Personal Data Department** for review, through any of the available request submission methods (email and/or in person). Additionally, you may file your complaint with the National Institute of Transparency, Access to Information and Protection of Personal Data (INAI) through a complaint procedure.