

Notice of Privacy

I. Identity and Address of the person in charge of the personal data.

IOS Offices Group, S.A.P.I de C.V. (hereafter "IOS Offices") residing in Av. Ricardo Margain, building "C", colony Santa Engracia, San Pedro Garza García, Nuevo León., C.P. 66267 is responsible for the treatment and protection of your personal data. We make you acknowledge that the information of our partners is treated in a very strictly confidential way and now we state the following:

II. Personal data that will be submitted to treatment.

IOS Offices will use the next personal data in a direct way through our Internet sites, line services or any other source that is allowed by the Federal Law of Protection of Personal Data in Possessions of Individuals (hereafter of the "Law"):

1. Identification data: Full name, address, home telephone number, cellphone and/or from work, RFC, CURP/identification social number, date and place of birth and age.
2. Labor data: Occupation, name of the business, job, area or department, address, telephone, work email, work references and personal references.
3. Heritage data: credit history, bank accounts, any type of guarantee granted and hired services.

In accordance of the above and what is established by the Federal Law of the Protection of Personal Data in possessions of Individuals (the "Law") and its Regulation, IOS Offices will not deal with personal data sensible to its own person.

III. Purposes of the treatment.

IOS Offices will use your Personal Data for the next purposes:

A. Original

1. IOS Offices will make use of the personal data with the finality of doing the activities and the focused management to fulfill the originated obligations and the derivate of any legal relation and commercial that we establish with reason of the provision of our services; billing; collection; technical services, renovating, changing or canceling our services they are requesting, for the fulfillment of the laws, rules and the applicable legal provisions.

B. Secondary

1. Likewise, IOS Offices will make use of the personal data for other finalities, like to send offers, notifications and/or promotional messages; establish a communication with marketing purposes, publicity or telemarketing about new products or services; make polls; statistics; market studies; to participate in our social networks, chats and/or discussion forums; to participate in events, trivia and contests, evaluate the quality of the services; and in general for any activity that is used to promote, maintain, improve and evaluate our services.

IV. Mechanisms to manifest IOS Offices the negative of the treatment of your Personal Data for the realization of the secondary finalities.

In case that you don't want that your personal Data be treated for the secondary finalities referred in the paragraph III, send a written communication to the email in which you are soliciting that IOS Offices can make the formats in which you can perform those negatives easier.

This negative for the use of your Personal Data will not be a motive for IOS Offices to deny the services and benefits of the business.

V. Media to exert the ARCO Rights.

You have the right to: (i) have access to your Personal Data that are in the power of IOS Offices and know the details of the treatment itself, (ii) rectify in case of being inaccurate or incomplete, (iii) cancel it when you consider that they are not required for one of the marked purposes in the Notice of Privacy and are being used for non-consensual finalities, or (iv) oppose to the treatment of the same marked purposes, according to the Law.

For the exercise of your ARCO Rights, the Personal Data Protection Officer puts on disposition the ARCO request through the web page www.iosoffices.com or through a request through the e-mail with the address of protecciondedatos@iosoffices.com. In such request you will find the mechanisms to follow to accredit your identity or the one of your legal representative.

The procedure and requirements for the exercise of these rights is the following:
The Personal Data Protection Officer will receive the ARCO request and will give an answer with the motives of the decision through an email with a deadline of 20 (twenty) business days, counted since the day you have received the ARCO request. In case that the ARCO request is answered in an affirmative way, the requested changes

will be done in a maximum term of the following 15 business days to the date an answered has been sent. The Data Protection Officer may notify you within the periods referred to in this paragraph the extension of the same, once only, for a period equal to the original.

IOS Offices, through the Data Protection Officer, may deny you access to exercise your ARCO Rights in the cases permitted by law; it must inform the reason for such decision by the means and within the periods indicated in the previous paragraph. The refusal may be partial, in which case IOS Offices will make the access, rectification, cancellation or opposition in the appropriate part.

The exercise of the ARCO Rights will be free, but if you repeat your request in a period of less than twelve months, the costs will be the corresponding of 3 (three) days of the General Minimum Wage in force in the Federal District, plus the Value Added Tax, unless there are substantial modifications of the Privacy Notice, which motivate new ARCO Requests. Likewise, you must cover the justified shipping costs or the cost of reproduction in copies or other formats and, where applicable, the cost of the document certification.

The contact details of the person who will process applications for the exercise of ARCO Rights and the request to limit the use or disclosure of your Personal Data, as well as answer any questions you may have regarding the processing of the information are the following: Data Protection Officer, telephone number (81) 80 00 70 10, email protecciondedatos@iosoffices.com

VI. Means to revoke the consent for the processing of personal data.

You can revoke the consent for the process of your Personal Data. However, it is important that you have in mind that in all cases we will not be able to comply with your request, since it is possible that due to some legal obligation we need to continue treating your Personal Data. Also, you must consider that for certain purposes, the revocation of your consent will imply that we cannot continue to provide you with any of our services.

To request the revocation of consent you must send an email to the address protecciondedatos@iosoffices.com the request for the revocation of consent, where you will find the mechanisms to follow to prove your identity or of your legal representative, as well as the information and documentation that you must accompany to this request.

The Data Protection Officer will receive the request for revocation of consent and will respond within a maximum period of 20 (twenty) days from the date on which the

request was received. If this is appropriate, it will be effective within 15 (fifteen) days following the date on which you are notified of the response via email. The terms mentioned before may be extended only once for an equal period, as long as the circumstances of the case justify it.

VII. Means to limit the use or disclosure of your personal data.

You may limit the use and disclosure of your personal information for which IOS Offices offers the following means: (i) Require registration in the Public Registry to Prevent Advertising (REPEP), which is in charge of the Federal Consumer Procurator's Office, with the purpose that your personal data is not used to receive advertising or promotions of companies of goods or services. For more information about this registry, you can consult the PROFECO's Internet portal <http://repep.profeco.gob.mx/index.jsp>, or get in direct contact with it; (ii) Require via email to the following address protecciondedatos@iosoffices.com the Request to Limit Use or Disclosure of Personal Data. In this application you can find the mechanisms to follow to prove your identity or of your legal representative, as well as the information and documentation that should accompany that request.

All requests will be analyzed to decide on their origin or not. The resolution will be sent to your attention, at this discretion of the person in charge, by email or at the address indicated in the Request to Limit Use or Disclosure of Personal Data within the term of 20 (twenty) following working days counted from the date of receipt of the request. If appropriate, the resolution shall be effective within 15 (fifteen) business days following the date on which it is communicated to the owner. The above terms may be extended for an equal period, as the case must be, when the circumstances justify it.

VIII. Use of Cookies, Web Beacons or any other similar technology.

We inform you that on the website if we use cookies, web beacons and other technology through which it is possible to monitor your behavior as an Internet user, which allows us to adapt, improve, customize and provide a better service and user experience when browsing our website, as well as offering new products and services based on your preferences. Cookies are text files that are automatically downloaded and stored on the hard disk of the user's computer when browsing a specific Internet page, which allows the Internet server to remember some information about this user, including their preferences for the display of the pages on that server, name and password. The personal data we obtain from these tracking technologies are the following: browsing time, time of navigation on the website, IP address, operating system, sections consulted, and Internet pages accessed prior to ours. Also, we inform you that your personal data obtained through these technologies are not shared with third parties.

These technologies may be disabled by following the steps below: 1. Access the website: www.iosoffices.com; section "Terms and conditions of the site", subsection "Cookies"; 2. Click on the subsection "Cookies"; 3. Read the warning message about disabling cookies; and 4. Select the "activate the cookie disabling cookies mechanism" legend.

IX. Transfer of personal data.

Your personal data may be transferred and treated inside and outside the country by people other than IOS Offices. In this sense, your information may be transferred (remitted) to our controlling companies, affiliates and suppliers in order to comply with the purposes indicated in this Privacy Notice.

X. Changes in this Privacy Notice.

This Privacy Notice may suffer modifications, changes or updates derived from new legal requirements, our own needs, and our privacy practices.

IOS Offices is committed to keeping you informed of any changes that may occur to this Privacy Notice, through one or more of the following means:

1. Visible ads in our offices located at Av. Ricardo Margain #575, Building "C", Colonia Santa Engracia, San Pedro Garza García, Nuevo León., C.P. 66267
2. Triptychs or brochures available in our offices located at the address mentioned in the previous numeral.
3. On the website www.iosoffices.com. Section "Privacy Notice".
4. Telephone route to the last home, office or cell phone number that our clients have provided us.