



PRIVACY NOTICE

In compliance with the provisions of both the Mexican Federal Personal Data Protection Act and the Federal Personal Data Protection Regulation, we hereby inform you that METRA INTERNATIONAL TRADING S.A. DE C.V. respects your right to privacy and personal data protection.

IDENTITY AND ADDRESS OF THE PARTY RESPONSIBLE

METRA INTERNATIONAL TRADING S.A. DE C.V. is responsible for processing your personal data, with address at Avenida Elias Zamora Verduzco 2124-F, Planta Alta, Colonia Agua Luna, Manzanillo, Colima, México, C.P. 28869.

PERSONAL DATA COLLECTED BY METRA INTERNATIONAL TRADING S.A. DE C.V.

The personal data that METRA INTERNATIONAL TRADING S.A. DE C.V. may collect are: names, surnames, addresses, office and cell phone numbers, e-mails, taxpayer's federal registration codes, information on payment methods; and any other information that the owner provides us with during the contractual or commercial relationship they establish; as well as data related to the services and/or products that METRA INTERNATIONAL TRADING S.A. DE C.V. provides and/or markets.

The personnel of METRA INTERNATIONAL TRADING S.A. DE C.V. are duly qualified and committed to treat your personal data while preserving your confidentiality and privacy. METRA INTERNATIONAL TRADING S.A. DE C.V. is a company committed to the security of your data and the provision of a quality service. Therefore, aware of the technological development and the risks it entails, METRA INTERNATIONAL TRADING S.A. DE C.V. is committed to the implementation and conservation of the necessary, sufficient and optimum security measures in order to avoid any risk as far as possible, and METRA INTERNATIONAL TRADING S.A. DE C.V. will immediately adopt the necessary measures to solve any problems that may arise.

PURPOSES OF THE TREATMENT OF YOUR PERSONAL DATA

Personal data may be processed and used by METRA INTERNATIONAL TRADING S.A. DE C.V. to fulfil those obligations derived from the existing legal and/or commercial relationship; the identification, operation, administration and commercialization of products or services contracted; to be contacted and to send information in order to know the level of satisfaction in relation to the acquisition of goods and/or services, as well as to follow up on their requests, suggestions, claims and/or any other request or to carry out actions of technical updates of the products and/or services that they have acquired; to be contacted and send information to let you know commercial information of our company and / or third parties, which includes information related to new products, services, events, changes in products, evaluation of the quality of services, information from our business partners, internal studies on consumer habits, including any marketing action, advertising, statistics and commercial prospecting; to be contacted and send information to comply with legal requirements, maintain updated our records, monitor our business relationship, if any, and maintain communication in general.



The personal data and its history registered in our databases will be used by METRA INTERNATIONAL TRADING S.A. DE C.V. or by any of its subsidiaries and/or affiliates for informative, administrative and/or commercial purposes related to our corporate purpose. This information may be used by METRA INTERNATIONAL TRADING S.A. DE C.V. to offer our services or to request them from you physically, by telephone, electronically or by any other means within our reach. All your information requested and provided will be safeguarded in accordance with the provisions of administrative security, technical and physical, established by law itself, this for the protection of possible damage, loss, alteration or unauthorized access.

TRANSFER OF PERSONAL DATA

METRA INTERNATIONAL TRADING S.A. DE C.V. may transfer the personal data contained in its databases to its affiliated and/or subsidiary companies and even to third parties, national or foreign, unless the respective owners expressly declare their opposition.

It is important to point out that the third parties to whom METRA INTERNATIONAL TRADING S.A. DE C.V. transfers your personal data commit themselves to the same terms of this Privacy Notice and comply with the corresponding security and confidentiality measures. In any case, we commit ourselves not to transfer your personal information to third parties without your consent, except in the case of the exceptions foreseen in article 37 of the Federal Law on the Protection of Personal Data in Possession of Individuals, as well as to carry out this transfer in the terms established by that Law.

ARCO RIGHTS

To limit the use or disclosure of your personal data, as well as to revoke your consent and exercise your rights of access, rectification, cancellation or opposition, you must submit a request to our personal data protection department by emailing contacto@metratrading.com.

MODIFICATIONS TO THE PRIVACY NOTICE

METRA INTERNATIONAL TRADING S.A. DE C.V. reserves the right to change, modify and/or supplement this Privacy Notice, at any time, in accordance with the Federal Law on the Protection of Personal Data Held by Individuals. The modifications will be opportunely informed through our Internet page <http://www.metratrading.com>, in addition to being accompanied by the documents that accredit its identity or the personality of its legal representative. Likewise, we would be grateful if you could include a clear and precise description of the data with respect to which you are seeking to exercise any of the "ARCO" rights and of any other element that allows us to identify or locate the personal data in question. In the case of "rectification" of your personal data, you must also indicate to us the exact modification you wish to make and present the documentation supporting the request.

Last Modification: **(04/12/2018)**