1 Purpose

This procedure explains how data subjects may exercise their rights of Access, Rectification, Cancellation, and Opposition (ARCO Rights), as well as Consent Withdrawal and Limitation of Use or Disclosure of their personal data before TecAlliance de México Sistemas Automotrices, S. de R.L. de C.V. ("TecAlliance Mexico"), in accordance with the Mexican Federal Law on Protection of Personal Data Held by Private Parties (*Ley Federal de Protección de Datos Personales en Posesión de los Particulares*, hereinafter **"LFPDPPP"**) and its Regulations.

This document is intended for all data subjects and their authorized legal representatives and is designed to provide a clear, transparent, and user-oriented process.

2 Scope

This procedure applies to all requests related to personal data processed by TecAlliance Mexico in connection with:

- Recruitment, selection, or employment processes (current or former employees).
- Commercial, contractual, or service relationships.
- Clients, suppliers, vendors, service providers, business partners, and their respective representatives.

3 How to Submit an ARCO Request

To exercise your ARCO Rights, withdraw your consent, or limit the use or disclosure of your personal data, you must submit your request—preferably using our official Personal Data Rights Request Form (ARCO)— through the following authorized contact channel:

✉ Email: privacy@tecalliance.net

(Note: While we encourage the use of our official form to ensure fast and standardized processing, TecAlliance Mexico will also process requests submitted via free-form written requests, provided they include all mandatory legal requirements set forth in Section 4 of this procedure).

4 Required Information and Documentation

1. A completed ARCO Request Form (or free-form written request), indicating:
    - The data subject's full name, physical address, and/or email address (preferred means) to communicate the response and deliver data copies, where applicable.
    - The specific right to be exercised (Access, Rectification, Cancellation, Opposition, or, where applicable, Consent Withdrawal, or Limitation of Use/Disclosure).
    - A clear and precise description of the personal data involved and the specific action requested.
2. A copy of a valid official identification document of the data subject (INE voting card, passport, or professional license) to verify identity.
3. If the request is submitted through a legal representative:
    - A signed written authorization / power of attorney granted by the data subject, and
    - Copies of valid official identification documents of both the data subject and the representative.
4. For Rectification requests:
    - Supporting documentation evidencing the requested correction or update (e.g., updated proof of address, tax certificate, official ID, etc.).

If the information or documentation provided is incomplete, inaccurate, or unclear, TecAlliance Mexico may request the data subject, within five (5) business days following receipt of the request, to provide the missing elements or documents. The data subject will have ten (10) business days to fulfill such request.

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5 Response and Implementation Timelines

TecAlliance Mexico will handle and resolve ARCO requests within the following internal timeframes, which are more favorable than the maximum statutory limits established by Mexican law (20 and 15 business days):

- Response to the request: Within a maximum period of fifteen (15) calendar days from receipt of a complete request.
- Implementation of the decision: Within a maximum period of ten (10) calendar days following notification of the response, where applicable.

In complex cases or when legally justified, these timelines may be extended once for an equal period, subject to prior notification to the data subject in accordance with the LFPDPPP.

6 Legal Considerations and Data Blocking

Certain requests, particularly Cancellation or Opposition requests, may be limited or denied when TecAlliance Mexico is legally required to retain personal data due to labor, social security, tax, contractual, or regulatory obligations. In such cases, personal data will undergo a mandatory blocking period (*bloqueo*) in accordance with the **LFPDPPP** prior to its final deletion. All requests are evaluated on a case-by-case basis in strict compliance with applicable law.

7 Confidentiality and Recordkeeping

All ARCO requests are handled under strict confidentiality and documented as evidence of regulatory compliance for a retention period of five (5) years from the closure of each request. Personal data involved in ARCO requests is protected through appropriate administrative, technical, and organizational security measures throughout the entire process.

8 Availability of the ARCO Request Form

The official Personal Data Rights Request Form (ARCO), together with its completion instructions and this procedure, is available for download through TecAlliance Mexico's official communication channels, including the corporate website and internal intranet.

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8.1. Annex

ARCO Request Form – English Version

TecAlliance de México Sistemas Automotrices, S. de R.L. de C.V. ("TecAlliance Mexico")
Personal Data Rights Request Form (ARCO)

Important notice:
*Please complete this official form to ensure fast, standardized, and accurate processing of your Access, Rectification, Cancellation, Opposition (ARCO), or, where applicable, Consent Withdrawal, or Data Limitation request before TecAlliance Mexico, in accordance with the Mexican Federal Law on Protection of Personal Data Held by Private Parties (Ley Federal de Protección de Datos Personales en Posesión de los Particulares, hereinafter "***LFPDPPP***").*

Section 1 – Applicant Information
Full Name: _____ CURP / RFC (if applicable): _____
Address: _____ Phone: _____
Email: _____
Preferred means to receive response and data copies (e.g., Email / Physical Address): _____

Section 2 – Relationship with TecAlliance Mexico
Please indicate your relationship with TecAlliance Mexico (check one):

- ☐ Employee (area / position): _____
- ☐ Candidate (vacancy or recruitment process): _____
- ☐ Client
- ☐ Supplier / Vendor
- ☐ Business Partner

Additional reference (if available: employee number, contract, account, application ID):

Section 3 – ARCO Right Requested
(You may select one or more)

- ☐ Access – Obtain confirmation and a copy of my personal data and information on processing conditions.
- ☐ Rectification – Correct inaccurate, incomplete, or outdated personal data *(*supporting documents required*)*.
- ☐ Cancellation – Request deletion or blocking of my personal data, subject to applicable legal retention obligations.
- ☐ Opposition – Object to the processing of my personal data for specific purposes.
- ☐ Consent Withdrawal – Revoke my consent for the processing of personal data for purposes that are not legally required.
- ☐ Limitation of Use or Disclosure – Limit the use or disclosure of my personal data for non-essential or secondary purposes (e.g., exclusion list or talent pool opt-out).

Section 4 – Description of the Request
Please clearly describe the personal data involved, and the action requested.

Section 5 – Supporting Documentation
Please attach the following documents:

- ☐ Copy of official identification (INE, passport, or professional license).

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☐ Proof of relationship with TecAlliance Mexico (if applicable).
☐ For rectification requests: supporting evidence (updated ID, proof of address, etc.).
☐ If submitted by a representative:
- Signed written authorization / power of attorney from the data subject, and
- Copy of valid official identification of the representative.

Section 6 – Important Legal Information

- Requests will be processed in accordance with the LFPDPPP and other applicable legal obligations.
- Certain requests, particularly cancellation requests, may be limited or subject to a mandatory blocking period (*bloqueo*) when TecAlliance Mexico is legally required to retain personal data due to labor, social security, tax, contractual, or regulatory obligations.
- Incomplete or unclear requests may require additional information before processing.

Section 7 – Declaration and Signature

I declare that the information provided in this request is true and accurate.

Applicant Signature: _____

Date (dd/mm/yyyy): _____

INSTRUCTIONS. How to Exercise Your ARCO Rights

TecAlliance de México Sistemas Automotrices, S. de R.L. de C.V.

TecAlliance Mexico has established a clear procedure to allow individuals to exercise their rights of Access, Rectification, Cancellation, Opposition, and Consent Withdrawal, in accordance with the Federal Law on the Protection of Personal Data Held by Private Parties (Ley Federal de Protección de Datos Personales en Posesión de los Particulares, hereinafter **"LFPDPPP"***).*

Step 1 – Download and complete the ARCO Request Form

- Download this form from the TecAlliance Mexico website and complete all required fields clearly and accurately.

Step 2 – Attach the required documentation

Please attach:

- Copy of a valid official identification document (INE, passport, or professional license).
- Proof of your relationship with TecAlliance Mexico (if applicable).
- For rectification requests, documents supporting the requested correction.
- If acting through a representative, written authorization and official identification of both parties..

Step 3 – Submit your request

Send the completed form and supporting documents by email to privacy@tecalliance.net.
Incomplete or unclear requests may require additional information before processing.

Response timelines

TecAlliance Mexico will handle your request within the following internal timelines, which are within the maximum limits established by Mexican law:

- Response: Within 15 calendar days from receipt of a complete request.
- Implementation: Within 10 calendar days following notification of the response, where applicable.

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