



## **Notice of Privacy For Clients, Suppliers and Employees**

Based on articles 15 and 16 of the Federal Law on Protection of Personal Data Held by Private Parties, we inform you that TOTAL LOGISTICS, S. DE R.L. DE C.V., with address at Chilpancingo 91-4, col. Ciudad Industrial, Tijuana, Baja California, Mexico, C.P. 22444, is responsible for collecting your personal data, the use that is given to them and their protection, for which TOTAL LOGISTICS, S. DE R.L. DE C.V. makes you aware of the privacy policy and handling of personal data that it uses and in which at all times it is sought and will be sought that the treatment thereof is legitimate, controlled and informed, in order to ensure privacy, confidentiality, integrity and the right to informative self-determination of your data.

We inform you that TOTAL LOGISTICS, S. DE R.L. DE CV, only obtains the personal data either because there is a labor or legal relationship with said owner or, there is the possibility of having employment or legal relationship, directly and personally, or through of electronic, optical, sound, visual media or by any other technology or other sources that are permitted by law, in order to prove the identification of the owner of said personal data in accordance with the applicable laws and provisions and with the sole purpose of being able to celebrate a contract that is intended to be formalized by mutual agreement, in order to maintain and safeguard the respective file and information.

it is made known that your personal information will be used for the following purposes: integrate personal file when accepting a working relationship with our company, to provide the services and / or products that you have requested and / or that you are going to request in the future; to comply with obligations contracted with our clients; to notify you about new services or products that are related to those already contracted or acquired; to notify you about changes in them; to develop studies and programs that are necessary to determine consumption habits; to carry out periodic evaluations of our products and services in order to improve their quality; to evaluate the quality of the service we provide; to contact them, to better understand their needs, to gather information and any act related to the needs of the owners and of TOTAL LOGISTICS, S. DE R.L. DE C.V., to comply with the obligations we have contracted with you.

For the purposes indicated in this privacy notice, we inform you that possibly in the past we have collected and / or possibly in the future we may collect, your personal data in different ways: when you provide (provided) it to us directly; when you visit (visited) our website and when we obtain (obtained) information through other sources that are permitted by law.

+52 (664) 647 3570 | [www.jdgroup.net](http://www.jdgroup.net)  
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Tijuana, Baja California, México.

To Inform that there is a possibility that we have collected your personal data directly when you have provided it yourself by various means, for example: when accepting an employment relationship with our company, when participating in our promotions or when moment of giving information in order for us to provide or provide us with a service or a good. We can also obtain information about you from other sources permitted by law, such as telephone or work directories. The data that we obtain by any of these means may be, among others:

- ❖ Full name
- ❖ Age
- ❖ Marital status
- ❖ Sex
- ❖ Phone number and / or cell phone
- ❖ Email
- ❖ Signature
- ❖ Address
- ❖ Level of education
- ❖ RFC and / or CURP
- ❖ Income level
- ❖ Family data (parents, spouse, children)
- ❖ Sports and Hobbies

To fulfill the purposes set forth in this privacy notice, sensitive personal data has been collected and / or will be collected and processed, such as those that refer to:

- Religious beliefs
- Health conditions
- Bank Data (Bank Name, Account Numbers, CLABE, Account Type, Currency)

We inform you that your personal data may be transferred and processed within and outside the country, by people other than this company. In this sense, your information may be shared with [Banking Institutions, Tax Administration Secretary (SAT), Health Institutions such as the Mexican Institute of Social Security, Infonavit, as well as with companies in charge of processing Food Pantry Vouchers and in some cases with Insurance Companies], [this in order to be able to correctly comply with the obligations derived from the employment relationship such as salary payment, tax payment, granting of benefits and payment of services rendered, among others]. We have required that our employees, clients, suppliers and contractors agree to use their personal data only for the purpose of carrying out the operations for which they were hired, respecting this Privacy Notice at all times. If you do not express your opposition for your personal data to be transferred, it will be understood that you have given your consent to do so.

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The retention period for personal data established by TOTAL LOGISTICS, S. DE R.L. DE C.V. It will be in accordance with the minimum established by the different regulatory laws for the development of operations

TOTAL LOGISTICS, S. DE R.L. DE C.V. has adopted the security, administrative, technical and physical measures necessary to protect your personal data against damage, loss, alteration, destruction or unauthorized use, access or treatment. However; TOTAL LOGISTICS, S. DE R.L. DE C.V. cannot and therefore does not guarantee that there will not be unauthorized access to your personal data or that communications will be free from any interruption, error or interception by unauthorized third parties.

Access to your personal data, held by TOTAL LOGISTICS, S. DE R.L. DE C.V., will be limited to the people who need to have access to said information, in order to carry out the identified purposes.

In the event that at the time of providing your Personal Data to TOTAL LOGISTICS, S. DE R.L. DE C.V. If you are assigned a username and password, you will be responsible for keeping such information confidential. We suggest that you do not share this information with anyone. If you share your computer, always try to log out before leaving a site or service to prevent unauthorized third parties from accessing your information.

As of January 6, 2012, you will have the right to access your personal data that we have and the details of their treatment, as well as to rectify them if they are inaccurate or incomplete; cancel them when you consider that they are not required for any of the purposes indicated in this privacy notice, they are being used for non-consensual purposes or the contractual or service relationship has ended; revoke your consent for the processing of your Personal Data at any time, in order to stop using them; or, oppose the treatment of the same for specific purposes.

To exercise the rights of Access, Rectification, Cancellation or Opposition of Personal Data and Revocation of consent, it is necessary that you send the request in the terms established by the Law in its Art. 29 electronically to the email [admin\\_arco@im.jdgroup.net](mailto:admin_arco@im.jdgroup.net) which will issue you an acknowledgment of receipt to guarantee its correct reception and follow-up.

The application form will be provided to you free of charge and immediately at the following download link: [http://www.totlog.com/der\\_arco/solicitud\\_derechos\\_arco\\_eng.xlsx](http://www.totlog.com/der_arco/solicitud_derechos_arco_eng.xlsx), said request must contain at least: (a) name and address or another means of communicating the response to your request; (b) the documents that prove your identity or, where appropriate, the legal representation; (c) the clear and precise description of the personal data with respect to which it is requested to exercise any of the ARCO rights; and (d) any other element that facilitates the location of personal data.

TOTAL LOGISTICS, S. DE R.L. DE C.V. will respond to the request, within a period of no more than 20 business days from the date it receives the corresponding request, through the email that has been provided by the owner for this purpose.

The exercise by users of the aforementioned rights must be subject to the applicable laws and regulations in force in Mexico.

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LOGISTICS

It is made known to you that by providing any type of information, including your personal data, you expressly:

- (i) Accept the conditions contained in this Privacy Notice;
- (ii) You agree that the information provided by you can be stored, used and, in general, treated for the purposes indicated, including for commercial and promotional purposes;
- (iii) Grants TOTAL LOGISTICS, S. DE R.L. DE C.V. authorization to obtain, compile, store, share, communicate, transmit and use such information in any way or form, in accordance with the conditions established herein and the applicable laws.

**IMPORTANT:** TOTAL LOGISTICS, S. DE R.L. DE C.V., reserves the right to modify or update the content of this Privacy Notice at any time. Any change in the Privacy Notice may be consulted through the following website: [www.totlog.com](http://www.totlog.com)

Once the Privacy Notice is posted on the Site, it will automatically take effect.

Date of last update: 03/10/2020.

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