

Privacy Notice Form for Customers

Privacy Notice

This Privacy Notice aims to provide you with a clear understanding of how we use the personal data that the data subject (hereinafter "You") provides us with, our efforts to protect it, the options you have to control your personal data and protect your privacy. It also describes what kind of personal data we collect about you when you visit our websites. The way we use your personal data and the third parties with whom we will share it. We use the personal data that you share with us to make both our products and services and your experience better and better. In addition, we may use your Personal Data for the following secondary purpose: To invite you to know other products that our company offers. If you do not agree with this secondary purpose, you will need to mark the following box ☐

with an "X": I do not agree with the use of my information and/or personal data. Likewise, we inform you that you may express your refusal to the processing of your Personal Data within a period of five business days after reading this Privacy Notice. Similarly, we may share your Personal Data with companies of the same group such as subsidiaries, affiliates, or controlled by Linkoft, as well as third-party messaging and printing service providers; As a result, these people may not use the information provided by Linkoft in a different way than established in this Privacy Notice. These national and international transfers of Personal Data will be made with all appropriate security measures, in accordance with the principles contained in the Federal Law on Protection of Personal Data Held by Private Parties and its Regulations, as well as the Guidelines for Privacy Notice (hereinafter and collectively "the Legislation"). Linkoft will refrain from selling, renting, or leasing Personal Data to a third party other than those referred to in the previous paragraph. It may only share Personal Data in the following cases: • To comply with the obligations, benefits and requirements provided or prepared by local and federal authorities. To comply with current legislation, Linkoft will store your Personal Data for a period of at least 10 years in physical and electronic media, after the termination of the currently held employment relationship. The above, in order to avoid undue treatment of the same, based on article 11, second paragraph of the Federal Law on Protection of Personal Data Held by Private Parties. Your Personal Data will be treated based on the principles of Lawfulness, Consent, Information, Quality, Purpose, Loyalty, Proportionality and Responsibility in terms of the Legislation. The confidentiality of your Personal Data is guaranteed, and they are protected by administrative, technical and physical security measures to prevent their damage, loss, alteration, destruction, use, access or improper disclosure. In case of a security breach at any stage of the processing of your Personal Data, Linkoft, through the figure of the responsible person, will inform you, through the email you have provided us, or, as the case may be, at the premises of Linkoft, so that you may take the corresponding

measures to safeguard your rights. In case of any modification or update to this Privacy Notice, we will inform you through the website www.linkoft.com or the email you have provided us, or, as the case may be, at the premises of Linkoft. We inform you that you may exercise your Right to Revoke Consent at any time during the processing of your Personal Data, as well as exercise your Access, Rectification, Cancellation or Opposition Rights (hereinafter "ARCO Rights"), regarding your Personal Data, as follows: 1. You must request the Revocation of Consent and Exercise of ARCO Rights Form by emailing mmontezuma@linkoft.com, downloading it from the website www.linkoft.com, or requesting it at Linkoft's offices. The form must be sent to us, properly filled out, and accompanied by documents proving your identity and, if applicable, the identity of your legal representative. a. In case the provided data is not sufficient to locate the requested information, or it is inaccurate or erroneous, we will request you to complete or clarify it within three business days. If we do not receive a response, or the information is incorrect or unclear, the request will be considered not presented, and the application will be deemed inadmissible. b. If the request is valid, we will have a response time of twenty business days from the receipt of your request. The information requested will be sent within fifteen business days after the communication of the validity of the request. 2. The information will be delivered electronically to the email address provided in the form, free of charge. We may only charge for justified expenses related to shipping or issuing copies and/or other formats, which will be informed in advance. Likewise, we inform you that you have the right to file a complaint with the Federal Institute for Access to Information and Data Protection in case you consider that your right to the protection of personal data has been violated. For more information, please visit: www.ifai.org.mx

Name and Signature of Customer Date: ____ of _____ of _____.

I hereby give my consent for the processing and transfer of my Personal, Financial, and Property Data in accordance with the provisions of this Privacy Notice.

Last updated: October 2024.