

ARCO RIGHTS EXERCISE PROCEDURE

This procedure is established by PATRICIA FERNÁNDEZ URBINA, legal representative of “ATEMPO SMART AGING” (hereinafter “ATEMPO SMART AGING”), in her capacity as the Party Responsible for Handling Data Subjects’ Requests regarding the exercise of ARCO Rights.

“ATEMPO SMART AGING,” in compliance with the Federal Law on the Protection of Personal Data Held by Private Parties and aware of the importance of your privacy, provides this procedure for you to request any type of information related to the processing of your personal data or the exercise of any of the ARCO rights recognized by the aforementioned Law, without limiting your right to do so personally at our offices located at Av. Real Acueducto No. 270, 8th Floor, Suite 7B, Fracc. Puerta de Hierro, Zapopan, Jalisco, Mexico C.P. 45116.

The rights that any person may exercise in relation to the processing of their personal data are:

Right of Access: So that we may inform you of the data we hold about you, derived from the contractual relationship, forms, or communications established between us.

Right of Rectification: So that you may notify and reliably inform us of any data that does not correspond to you, and we may proceed with its correction.

Right of Cancellation: If you wish us to delete the data we hold about you, derived from the contractual relationship, forms, or communications established between us.

Right of Opposition: To limit the purposes for which your data is processed or used, for which you previously granted your consent.

For the exercise of your ARCO rights, the following procedure is made available to you:

PROCEDURE

1. The Data Subject or their Legal Representative shall be the only persons authorized to request the exercise of their ARCO rights.
2. Requests to exercise ARCO rights may be submitted via our email: dra.patyfernandez@hotmail.com
3. Said request shall be addressed and forwarded to the Personal Data Department of “ATEMPO SMART AGING,” which will verify that it contains the following:
 - The name of the Data Subject, telephone number, and full address, email address, or other means to communicate the response to the request.
 - A valid document proving the identity of the Data Subject.
 - A clear and precise description of the personal data and/or the reasons for which one of the ARCO rights is sought to be exercised.
 - Any other element or document that facilitates the identification of the personal data.

In the case of a request for RECTIFICATION of personal data, the Data Subject must also indicate the modifications to be made and provide documentation supporting the request.

1. If the request does not meet any of these formal requirements, it shall be rejected and the applicant will be informed.

2.

3. If the request meets all formal requirements, the process will continue as follows:

The Person Responsible for Personal Data Protection shall inform the Data Subject or their Legal Representative, within a maximum period of 20 (twenty) business days from the date the Access, Rectification, Cancellation, or Opposition request was received, of the decision adopted, through the means indicated in the request.

If the Access, Rectification, Cancellation, or Opposition request is deemed appropriate, it shall be carried out within 15 (fifteen) business days following the date on which the response is communicated. In the case of ACCESS requests to personal data, delivery shall proceed upon prior verification of the identity of the applicant or legal representative, as applicable, which must be done in person by the Data Subject or their Legal Representative.

The obligation of ACCESS to information shall be considered fulfilled when the personal data is made available to the Data Subject, or through the issuance of simple copies, electronic documents, or any other means.

1. The Personal Data Department of “ATEMPO SMART AGING” shall be assisted by other areas and individuals who process the Data Subject’s personal data on behalf of and for “ATEMPO SMART AGING,” and shall jointly implement the necessary measures to comply with the request.
2. Access to personal data may be denied to the Data Subject, or Rectification or Cancellation may not be carried out, or Opposition to processing may not be granted, in the following cases:
 - When the applicant is not the Data Subject, or the Legal Representative is not duly accredited for such purpose;
 - When the applicant’s personal data is not found in the database;
 - When there is a legal impediment or a resolution from a competent authority that restricts access to personal data or does not allow Rectification, Cancellation, or Opposition; and
 - When Rectification, Cancellation, or Opposition has already been previously carried out.
3. The Personal Data Department of “ATEMPO SMART AGING” must inform the reason for its decision and communicate it to the Data Subject or, where applicable, to the Legal Representative, within the established timeframes and through the same means indicated in the request, attaching any relevant supporting evidence.

The purpose of the following form is to facilitate communication and assist in submitting a request to exercise ARCO rights (Access, Rectification, Cancellation, and Opposition) as established by Law. Once you have read the conditions, please complete the attached form to initiate your request.

FORM FOR THE EXERCISE OF ARCO RIGHTS

1. Data Subject Information

Full Name of the Information Holder (Data Subject):

- First Name(s): _____
- Paternal Last Name: _____
- Maternal Last Name: _____

2. Legal Representative Information (if applicable)

Full Name of the Legal Representative:

- First Name(s): _____
- Paternal Last Name: _____
- Maternal Last Name: _____

3. Address

- Street and Number: _____
- Neighborhood: _____
- ZIP Code: _____
- Borough / Municipality: _____
- State: _____

4. Contact Information

- Phone Number: _____
- Email Address: _____

5. Description

(Please clearly and precisely describe the personal data in relation to which you wish to exercise any of your ARCO rights.)

I hereby authorize **PATRICIA FERNÁNDEZ URBINA**, legal representative of “ATEMPO SMART AGING,” to send notifications regarding the approval or denial of this request, or any other information related to this form, through the following email address:

Email: _____

Note: If the applicant is the legal representative, they must attach a copy of their identification and that of the Data Subject, as well as a power of attorney or notarized authorization letter.

PATRICIA FERNÁNDEZ URBINA, legal representative of “ATEMPO SMART AGING,” will respond within 20 business days from the date of receipt of the request and will inform whether the request has been deemed appropriate. If applicable, the response will be carried out within 15 business days following the date on which the approval of the request was communicated. In the case of exercising the Right of Access to personal data, the information will be sent to the email address provided in this form.

Name and Signature of the Data Subject: _____

Name and Signature of the Legal Representative: _____