

PRIVACY NOTICE (Specific for continuing education courses)

We are very pleased that you visit our website and are interested in our courses. In this Privacy Notice we will tell you about the personal data that we collect in the company and how we use it.

This Privacy Notice is applicable to all courses and websites offered by Ixoye Business Group, S.A. de C.V., whether you access them through the address <https://www.bgixoye.com>, any other address, or directly through the specific address of each of our courses.

1. Who safeguards your personal data?

The person responsible for the processing of your personal data is Ixoye Business Group, S.A. de C.V.; and you can find us at:

Ixoye Business Group, S.A. de C.V.
Heriberto Frías 1141
Col. del Valle
03100, Benito Juárez, CDMX

or you can also write to us at: informes@bgixoye.com

The company has a Personal Data Protection Officer whose role is to protect the confidentiality of your information and you can contact him at the following address:

Personal Data Protection Officer
Ixoye Business Group, S.A. de C.V.
Heriberto Frías 1141
Col. del Valle
03100, Benito Juárez, CDMX

or you can also write to: datospersonales@bgixoye.com.

The officer is available to answer any questions or comments you may have regarding your personal data or to respond to requests to exercise your ARCO rights.

2. What is this Privacy Notice about?

In Mexico, the Federal Law on Personal Data Protection and its Regulations establish the minimum requirements that companies that collect and process personal data must comply with. We take your privacy very seriously at the company and that is why we have incorporated into our internal policies some provisions of the General Rules on Personal Data Protection of the European Union (EU General Data Protection Regulation, generally known as GDPR), which allows us to ensure you privacy control that exceeds the standards in Mexico.

According to the Personal Data Protection Act, Personal Data is understood to be any information concerning a natural person; and, for its part, Sensitive Personal Data is that which affects the most intimate sphere of its owner, or whose improper use may give rise to discrimination or entail a serious risk for the latter.

In particular, those that may reveal aspects such as racial or ethnic origin, present and future health status, genetic information, religious, philosophical and moral beliefs, union membership, political opinions and sexual preference are considered sensitive.

3. What information does the company collect?

Our business is not to collect or process personal data; at Ixoye we do not take any type of actions aimed at collecting personal data and, additionally, we have a strict policy of not collecting any type of sensitive personal data or financial information.

The information we have is solely and exclusively that which you provide us when filling out the application forms for our courses, or that which the sponsors share with us so that we can invite you to take them.

In general terms, the information we collect is as follows:

- a. Name;
- b. Email;
- c. Address;
- d. Work phone;
- e. Cell phone;
- f. Employment data (employer name, current position, employee number);
- g. Work specialty; and
- h. Professional ID number.

Cookies and digital information:

With regard to digital information and tracking technologies, our servers are located in a Data Center that complies with *TSP section 100, Trust Services Criteria for Security, Availability, Processing Integrity, Confidentiality, and Privacy (AICPA, Trust Services Criteria) standards.*

This Data Center considers the information confidential and does not share with us the IP address with which you access our pages or your behavior on the Internet when visiting them, so we do not have that information.

4. What is the purpose of collecting my information and what is done with it?

The purpose of processing your personal data is to issue the certificates and certifications that may correspond to your attendance and participation in the courses offered by Ixoye, as well as the promotion and marketing in general of the services and products offered by the company..

On some occasions we will transmit your personal data to third parties, but this will be exclusively for matters related to the provision of Ixoye services.

Before any data transfer, the third party recipient will be informed that your data is subject to this Privacy Notice and that it has the duty to maintain total confidentiality regarding it, using it exclusively for the purposes of the business relationship it has with Ixoye.

5. How do I give my consent?

We make this Privacy Notice available to you before you send any personal information or data to the company. We ask that you do not send us any type of information without having read it.

Filling out and sending us the application forms for our courses constitutes acceptance of the treatment that the company gives to your personal data. That is, by sending us - by any means - the forms with your information and personal data, you are giving your consent to its treatment, but only and strictly in the terms mentioned in this Privacy Notice.

With regard to the information and personal data that has been shared with us by the course sponsors, Ixoye has requested that the person responsible for said information state in writing that he or she has your authorization to process your information.

6. How can I exercise my ARCO rights or revoke my consent?

By law, you have at all times the right to Access, Rectify, Cancel and Oppose the processing of your personal data (commonly known as ARCO rights), as well as the right to revoke your consent to the processing of your personal data.

The only thing you have to do to do this, as well as to limit the use or disclosure of your information, is to request it by mail to the Personal Data Protection Officer; your request must mention:

- a. Your full name and address to hear and receive notifications and documents (postal and electronic addresses).
- b. Copy of the document with which you prove your identity and, where applicable, your legal personality as legal representative.
- c. Mention that you want to exercise your ARCO rights or revoke your consent; and
- d. Clear, precise and detailed description of what you are looking for, so that we can assist you quickly and efficiently in responding to your request.

The Personal Data Protection Officer and his team will be happy to take all necessary actions and will inform you by email about the actions taken or, where appropriate, the reasons why it was impossible to comply with your request.

It is important that you consider that, in consideration of the strict confidentiality that we maintain regarding your personal data (and because this is expressly stated in article 89 of the Regulation of the Law), we have to reliably prove your identity and, where applicable, the personality, powers and identity of your representative before attending to your request.

The internal procedure that we will follow when responding to your request to exercise ARCO rights is as follows:

- e. Once your request has been received, the Personal Data Protection Officer will initiate the procedure for exercising ARCO rights, assigning a file number to your request. The Personal Data Protection Officer has a maximum period of 20 business days to respond to your request.
- f. Within a period of 10 business days, a member of the Personal Data Protection team will contact you to coordinate with you the reliable accreditation of your identity and, where applicable, your personality as a representative and the powers conferred upon you.

To prove your identity, we need you to present us with your original identification document for verification, or to sign your application using the SAT's advanced electronic signature.

- g. Once your identity and legal personality have been accredited, the Personal Data Protection Officer will have a period of 10 business days to respond to your request.

In this response, the Personal Data Protection Officer must (i) address your request and explain the actions taken in this regard; (ii) deny your request and explain the reasons; or, (iii) in the event that your request does not comply with any of the requirements provided for in the Law or its Regulations and for a single occasion, explain why and grant you a period of 5 business days to correct the corresponding omissions, noting that, if you do not do so, your request will be considered as not submitted.

This option (iii) will interrupt the period that the company has to resolve your request to exercise ARCO rights.

7. Changes to the Privacy Notice.

Over time and in adapting to new technologies, this Privacy Notice may change; however, we are committed to keeping you informed through our website at <https://www.bgixoye.com>.

Last updated: September 2024