



PRIVACY POLICY WO MANUFACTURING, S.A.P.I. DE C.V.

I. IDENTITY, ADDRESS AND COMMITMENT OF THE RESPONSIBLE:

WO MANUFACTURING, S.A.P.I. DE C.V. (hereinafter "**WO**"), with address at: Adolf B Horn 72 Interior 40, Toluquilla, San Pedro Tlaquepaque, Jalisco, 45610; phone 011 52 33 38982752, website: www.waveoptics.net, contact email: info@waveoptics.net

WO undertakes to handle with the most complete confidentiality the personal data provided in accordance with the legal provisions and applicable principles regarding the right to protection of personal data.

II. COLLECTED PERSONAL DATA:

WO only collects personal data from individuals and / or legal entities; in the case of its suppliers, employees, associates, partners and clients. In each case, the following personal data is collected:

Suppliers: In the particular case of suppliers of products or services, hired by **WO**, the following personal data is collected: name; address; phone; Federal Taxpayer Registration number; occupation; details of one or more bank accounts to receive payments from **WO**; and email.

WO informs its suppliers that some of the aforementioned data, including Tax identification Data and those related to bank accounts, are of a patrimonial and / or financial nature under the terms of the "Ley Federal de Protección de Datos Personales en Posesión de Particulares" (hereinafter referred to as Federal Law on Protection of Personal Data Held by Individuals), and its treatment is necessary for the development of the commercial relationship that binds you to **WO**.

Employees, associates and partners: In the particular case of **WO's** employees, associates and partners, the personal data collected are: name, unique population registration number, date of birth, email, telephone number, address, if applicable number of Federal Taxpayer Registry, registration number with the Mexican Social Security Institute (IMSS), details of one or more bank accounts to receive payments from **WO**; academic background and occupation; contact details of an immediate family member; as well as any other that may be derived from the labor or professional relationship with **WO**.

In the terms of the Federal Law on Protection of Personal Data Held by Individuals, the information related to tax and bank data is or may be of a patrimonial and / or financial nature, and its treatment is necessary for the development of the labor and / or services relationship that binds you with **WO**.

It is possible that the information collected, or the course of the relationship that links it with **WO**, may lead to data considered sensitive according to the Federal Law on Protection of Personal Data, such as union affiliation data, which will be used with the sole purpose, where appropriate, of developing the working relationship that you keep with **WO**.





Customers: In the particular case of our Customers who have contracted **WO** services, the personal data collected is: name; address; phone; email; Federal Taxpayer Registration number; occupation; Patrimonial data, including data on movable and immovable property; bank account data, data from legal and commercial representatives, documents that prove your personality, and in general all those data that at the time are necessary to carry out the business relationship and the provision of our services.

It should be noted that some of the information collected is of a financial and / or patrimonial nature (such as tax identification data and bank accounts), and that it is possible that in order to perform the aforementioned services, it will be necessary in the future and opportune to collect personal data of a sensitive nature, under the terms of the Federal Law on Protection of Personal Data Held by Individuals.

Special case of the website: By accessing and browsing the **WO** website, you can send personal data to **WO** to send comments or request information about our services, whether you are a current customer, potential customer or, in the case, which you want, start a business relationship with **WO**. In this case, the data you send is: your name and / or business name, telephone and email. In the event that it is not a customer or supplier, and does not have any type of commercial relationship with **WO**, the use of your personal data will be limited to attending to and responding to your request and / or your comments, observing at all times the personal data protection policies arising from this privacy notice.

III. PURPOSES:

The treatment that **WO** will give to your personal data will be aimed at making possible the integral development of the particular relationship that you have decided to establish with **WO**. Any treatment that **WO** performs of your personal data must find reasonable justification in said general purpose. In a specific way, **WO** shall use your personal data for the following purposes:

In the case of Suppliers: Your data will be used to carry out the supplier evaluation, selection and registration process, receive the products or services that you offer, make possible the reciprocal fulfillment of the obligations generated by virtue of the commercial relationship that binds you with **WO**, quality analysis in its products and / or services, and any other derived from, or directly related to, the aforementioned purposes.

In the case of employees, associates and partners: Your data will be used to fulfill the reciprocal obligations generated by virtue of the labor or professional relationship that exists between **WO** and You, to offer marketing services and technical advice to the public and clients that **WO** provides, to carry out the marketing and technical advisory activities that **WO** provides in favor of clients and any other derived or directly related to the aforementioned purposes.

In the case of Customers: Your data will be used to make possible the reciprocal fulfillment of the obligations generated by virtue of the commercial relationship that binds you with **WO**, for the provision of fiber optic cable manufacturing services and their applications, same that **WO** offers, being able to share said data to suppliers only if the latter and the Customers will jointly participate in projects beneficial to both, to send them information that is relevant to the Customers, and any other derived or





related directly to the aforementioned purposes . In addition, the email address of the Customers may or may not be part of mass mailing campaigns aimed at informing trends in the manufacturing, telecommunications and electronics industry, related to **WO**'s commercial line of business.

IV. TRANSFERS TO THIRD PARTIES:

Your personal data may be transferred to third parties, as long as said transfer is related to the purposes referred to in the previous section.

In the case of Suppliers: Your personal data may be processed inside or outside the national territory by third parties, as long as said transfers are necessary and are related to the purposes that have been disclosed to you. Such transfers involve, without limitation, the "Secretaria de Hacienda y Crédito Público" (hereinafter referred to as Ministry of Finance and Public Credit), financial institutions, external auditors of **WO**, accounting advisers and providers of database management services, among others.

In the case of employees, associates and partners: Your personal data may be processed within or outside the national territory by third parties, provided that such transfers are necessary and are related to the purposes that have been stated above. Such transfers involve, without limitation, the Mexican Social Security Institute (IMSS), the Ministry of Finance and Public Credit, Insurance Companies, Financial Institutions, external auditors; accounting advisers, providers of database management services and **WO** clients, among others.

In the case of Customers: Your personal data may be processed within or outside the national territory by third parties, provided that such transfers are necessary and are related to the purposes that have been disclosed to them. Such transfers involve, without limitation, Jurisdictional or Arbitration Courts within and outside the Country, National or Foreign Government Authorities, the Ministry of Finance and Public Credit, Insurance Companies, Financial Institutions, external auditors of the company, accounting advisers and providers of database management services; among others.

V. SECURITY OF YOUR PERSONAL DATA:

WO adopts various security measures to safeguard personal data, such as restricted personnel access to physical and electronic databases, physical and electronic security systems, confidentiality commitments signed by all personnel with sensitive information, contracts and confidentiality and liability agreements with third parties who receive your personal data for necessary transfers or related to the purposes indicated in the third section.

VI. ADDITIONAL METHODS TO LIMIT THE USE OR DISCLOSURE OF YOUR PERSONAL DATA

In order for you to limit the use and disclosure of your personal data, information that, in addition to the security measures that **WO** has, you have at your disposal the registration in the Public Registry to Avoid Advertising that is in charge of the Federal





Consumer Prosecutor's Office (PROFECO) so that your data is not used to receive advertising or promotions from companies of goods or services. For more information about this Registry you can consult the web site of PROFECO or contact that agency.

Regarding **WO**, you can assert your ARCO Rights at any time, to limit **WO**'s use of your personal data, always with unrestricted adherence to this privacy notice.

VII. MECHANISMS TO EXERCISE YOUR ARCO RIGHTS OR TO REVOKE CONSENT:

You may limit the use or disclosure of your personal data by requesting in writing addressed to the Head of Personal Data Protection at the **WO** address indicated above or by email to the address: info@waveoptics.net The only format to assert your Rights ARCO in front of **WO**, is found on the Internet page: www.waveoptics.net or directly at the address indicated above.

Within the terms established by the Law and in said terms, **WO** will communicate the response to your request. If necessary, **WO** may request you to expand or clarify the information that you provided through the aforementioned format, in order to be able to fully respond to your request.

If you consider that your right to the protection of personal data has been violated by **WO**, you have the right to go to the Federal Institute for Access to Information and Data Protection (IFAI) under the terms of the Federal Law on the Protection of Personal Data Held by Individuals and their regulations, and initiate a procedure for the protection of rights.

VIII. USE OF COOKIES, WEB BEACONS AND OTHER SIMILAR TECHNOLOGIES

Often websites or internet requires the use of encrypted or unencoded cookies. Cookies are data that a web server transfers to the computer as a record. Cookies are commonly used in the sector by practically all websites or the Internet and facilitate user access and use of specific sites or specific web pages, providing information that can be used to offer specific content appropriate to their interests and for other purposes such as security and other account management functions, which may lead to the tracking of personally identifiable information.

Cookies do not harm the computer and only the website or website that transfers them can read, modify or delete them. If you do not want any information collected through cookies, most browsers have simple systems that allow you to delete them, automatically reject them, or directly allow you to choose whether or not to accept the transfer of cookies to your computer. Please refer to your browser instructions or your browser's help screen for more information about these features. You should keep in mind, however, that if you do not accept cookies, it may be difficult or impossible to access certain parts of the websites or internet pages, including the **WO** (www.waveoptics.net).

WO's website or website may use tools known as "transparent pixels", "web crawlers" or "transparent gifs" (hereinafter collectively "transparent pixels") to collect statistics on the usage of the website or website and response rates. Transparent pixels allow users, who have visited the website or Internet page to be counted, provide corporate services and help determine the effectiveness of promotional campaigns. If email messages are





used in HTML format, transparent pixels can inform the sender when the message has been opened.

WO also collects information about "references" (it is information that the web browser transmits to our web server and that refers to the URL from which you access the **WO** site or Internet page), "IP addresses" (it is a number that computers in a network use to identify the computer in question so that the information can be transmitted to it) and different "environment variables" (these are, among other things, the domain from which the Internet is accessed, the time of access to the site, the type of web browser, the operating system or platform used, the internet address or the website that refers you to this site, the names of the pages of the site you visit, as well as the internet address from the website or internet page you visit below).

This information is collected for the internal use of **WO**, for example, to increase the security of the website or website, detect important market trends, help **WO** to offer the content that best suits your interests and, finally, to improve in any other way your experience on the website or internet page. The information may also be shared with third parties at a general level, not including your identification data.

IX. CHANGES IN PRIVACY NOTICES:

Any changes to this privacy notice or to the purposes of data processing that you have been informed; shall be notified to you, via email and / or by phone call and / or in person. Furthermore, these changes will be published on the **WO** website (www.waveoptics.net).

Date of last update: January 25, 2018.

