

FULL PRIVACY NOTICE - SUPPLIERS

A. Identity and address of the Data Controller

In accordance with the provisions of the Ley Federal de Protección de Datos Personales en Posesión de los Particulares (LFPD - Mexican acronym) and other applicable regulations, we inform you that the following entities are individually data controllers of the personal information of their respective suppliers:

1. ALMACENES PALACE RESORTS, S.A. DE C.V.
2. HOTELERA PALACE RESORTS, S. DE R.L. de C.V.
3. PALACE ELITE RESORTS, S.A. DE C.V.
4. TURISMO PALACE RESORTS, S.A. DE C.V.
5. PALACE RESORTS RENT A CAR, S.A. DE C.V.
6. AIR PALACE, S.A. DE C.V.
7. CONTROLADORA IHC, S.A. DE C.V.
8. INMOBILIARIA PUERTO BONITO, S.A. DE C.V.
9. SIBRA PALACE, S.A. DE C.V.
10. CORPORACIÓN CHADA, S.A. DE C.V.
11. GRUPO SOL PACIFICO CARIBE, S.A. DE C.V.
12. IHC INMOBILIARIA, S.A. DE C.V.
13. INMOBILIARIA Y PROMOTORA REAL YUCATÁN, S.A. DE C.V.
14. RESIDENCIAL RIVIERA, S.A. DE C.V.
15. PALACE HOLDING, S.A. DE C.V.
16. CHDB HOLDING, S.A. DE C.V.
17. ADMINISTRACIÓN RIVIERA CARIBE, S.A. DE C.V.
18. MERCADOTÉCNIA DIGITAL PALACE RESORTS, S.A. DE C.V.
19. PALACE RESORTS CAPITAL, S.A. DE C.V. SOFOM ENR
20. FUNDACIÓN PALACE RESORTS, I.A.P

The specific identity of the hiring entity (hereinafter, the "Data Controller"), is stated in the contractual and/or fiscal documentation that links it as a supplier of that specific entity. For all purposes, the Data Controller indicates as domicile to hear and receive notifications at Avenida Andrés García Lavín Calle 32, Número Exterior 298, Piso 11, Colonia Montebello, Mérida, Yucatán, C.P.97113.

B. Personal information collected and processed

For the purposes described in this Privacy Notice we collect the following categories of personal information:

1. Identification data;
2. Contact data and personal characteristics;
3. Academic and professional data;
4. Labor occupation data;
5. Commercial information data;
6. Financial and banking data, and
7. Sensitive personal information (health status).

C. Processing of sensitive personal information

For the fulfillment of the identified legitimate purposes, and in particular, the purpose number 10 of the subsection: a. Original and necessary purposes, the Data Controller may collect personal information that refer to the present and/or future health of the suppliers' personnel, which are considered as sensitive by the applicable legislation.

Before collecting your sensitive personal information, we will provide you with physical or electronic means (such as check boxes) so that you can clearly state that you agree to the processing and/or sharing of your sensitive information for the purposes that require it.

D. Personal information of third parties

If you submit to the Data Controller the personal information of third parties (for example, data of your personnel) for the fulfillment of the purposes identified in this Privacy Notice, you must inform them about the existence of the processing of their



personal information and the content of this Privacy Notice. If you provide personal data of third parties, you hereby state that you have the consent of their Data Subjects to provide their information to the Data Controller and that such personal information is correct and complete.

E. Purpose of processing

The Data Controller will process your personal data for two types of purposes:

a. Relevant and necessary purposes

1. Management, control and administration for the hiring processes of suppliers that will provide services or supply products to the Data Controller.
2. Management, control and administration of registrations, cancellations, changes and updates of supplier information in the systems and/or supplier management platforms of the Data Controller.
3. Creation of user accounts that allow you to access the Data Controller’s supplier management systems and/or platforms.
4. Management and payment of invoices issued by suppliers, charged to the Data Controller.
5. Management of supplier approval by the Data Controller, including, among others, administrative, commercial, tax, accounting, risk assessment, formal subscription of the hiring conditions and/or any related matter in order to approve a supplier.
6. Compliance with confidentiality, honorability and transparency obligations, through the implementation and compliance with administrative and technical procedures set forth for such purposes.
7. Control, evaluation and audit of compliance with the ethical codes and compliance policies adopted by the Data Controller.
8. Management of communications between you and the Data Controller.
9. Verification of work and professional references.
10. If necessary, control and administration of suppliers’ personnel, intended to provide specialized services to the Data Controller.
11. If necessary, documentation and control for the assignment of computer and electronic communications assets for the personnel of suppliers that will provide specialized services to the Data Controller.
12. If necessary, assignment of codes and passwords for personnel of suppliers that will provide specialized services to the Data Controller.
13. Management and administration of supplier documents under the Data Controller’s custody.
14. Statistics and historical record of representatives and contacts of the Data Controller’s suppliers.
15. Data analysis through the use of analytical technologies in order to improve supplier registration processes.

b. Additional purposes

1. None

F. Sharing of personal information

Your personal information may be shared or processed by persons other than the Data Controller under the following circumstances:

1. **To our parent company and/or controlling companies, controlled companies, subsidiaries, branches, affiliates and/or any company of the same corporate group of the Data Controller that operates according to the same processes and internal policies,** To our parent company and/or controlling companies, controlled companies, subsidiaries, branches, affiliates and/or any company of the same corporate group of the Data Controller that operates according to the same processes and internal policies
2. **Public entities; federal, state and/or municipal public administrations; commissions; institutes, regulatory entities; judicial or administrative authorities; national and/or foreign governmental entities,** for compliance with information and transparency obligations, as well as for compliance with obligations contemplated in applicable legislation, international treaties and/or in compliance with requirements made by them, including compliance with legal information



- obligations, information requirements and/or judicial or administrative requirements issued by competent authorities, duly founded and motivated.
3. **Banks or other financial entities**, for the fulfillment of payment obligations.
 4. **Insurance companies and insurance agents**, for the hiring and management of insurance policies and bonds.

The above transfers of personal information do not require your consent to be carried out, in accordance with the provisions of Article 37 of the LFPD. Any transfer of your personal information that does require your consent will be previously informed, through the communication and updating of this Privacy Notice and prior to the realization of such data communication.

G. Exercise of ARCO rights.

Under all legal circumstances you may exercise your rights to access, modify, cancel and oppose information (ARCO rights) using the legal procedures we have set up.

The corresponding request must comply with the requirements set forth in the current legislation, by means of a written request addressed to our Personal Data Protection Officer, domiciled at the building located at Avenida Andrés García Lavín Calle 32, Número Exterior 298, Piso 11, Colonia Montebello, Mérida, Yucatán, C.P.97113.

The written request contain and be accompanied by the following:

- I. Your name and address or other means of providing you with a response.
- II. Valid identification documents or power of attorney, as the case may be.
- III. A clear and precise description of the personal information on which you wish to exercise your ARCO Rights; and
- IV. Any other element or document that could facilitate locating your personal information.

The Data Controller will answer you with a decision within 20 business days counted from the date on which your request is received. If the request is admissible it will be put into effect within 15 business days following the date on which the Data Controller advises you of the decision. In the event that the information you provide is incorrect or insufficient, or if you fail to send the necessary identity documents or power of attorney, the Data Controller will ask that you correct such deficiencies within five business days after receiving your request and you will have 10 business days to comply, counted from the day after you receive such notice. The process will be terminated if you do not answer within the required time.

You can obtain the requested personal information in the form of plain copies or electronic documents in common formats (Word, PDF, etc.), by means of authorized restricted access to the databanks (access) containing your personal information or by any other legal means that guarantee and evidence the exercise of the requested right.

Alternatively, the Data Subject may send his/her request through the address derechosarco@palaceresorts.com, complying with all the requirements listed above, indicating "ARCO Rights and/or Withdrawal of Consent" as the Subject of the communication. The terms of the procedure shall be the same as those referred to in the immediately preceding paragraph. The use of electronic means for the exercise of ARCO rights authorizes the Data Controller to respond to the corresponding request through the same means unless the holder himself/herself clearly and expressly indicates another means.

You will be responsible for keeping updated your personal data in possession of the Data Controller. Therefore, you guarantee and respond, in any case, the truthfulness, accuracy, validity and authenticity of the personal data provided, and undertake to keep them properly updated, communicating any changes to the Data Controller.

H. Withdrawal of consent

You may withdraw your consent to the processing of your personal data, without retroactive effects, in all those cases in which such withdrawal does not imply the



impossibility of fulfilling obligations arising from a legal relationship in force between you and the Data Controller.

The procedure for the withdrawal of consent, if any, will be the same as that set forth in the immediately preceding paragraph for the exercise of ARCO rights.

I. Limitations on the disclosure of your personal information.

You may limit the use or disclosure of your personal information by directing the corresponding request to our Personal Data Department. The requirements to prove your identity, as well as the procedure to attend your request, will be the same as those indicated in the section "Exercise of ARCO rights" of this Notice.

The Data Controller has the means and procedures to ensure the inclusion of some of your information in its own exclusion lists, when you expressly request its inclusion in them. The Data Controller will provide the Data Subjects who request their registration with the corresponding registration certificate.

J. Amendments or updates to this Privacy Notice

The Data Controller may amend, update, extend or otherwise change the content and scope of this Privacy Notice, at any time and under its complete discretion. In such cases, the Data Controller will publish such changes in the portal for suppliers <https://portal.palaceresorts.com/index.php>, section "Privacy Notices".



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