

PROTECTION POLICY OF PERSONAL DATA

INTRODUCTION

Coastoil Dynamic, S.A. de C.V. (hereinafter "Coastoil Dynamic") maintains a solid commitment to the promotion of an organizational culture based on respect for privacy and the protection of personal data. In this regard, clear guidelines have been established to ensure that the processing of such information is carried out responsibly, transparently and in accordance with current legislation, particularly the **Ley Federal de Protección de Datos Personales en Posesión de los Particulares (LFPDPPP)** and its implementing regulations.

SCOPE

This policy is applicable to any interested party of Coastoil Dynamic that intervenes in processes that involve the use or processing of personal data, either as data processors or processors, within the framework of its operation

DEFINITIONS

Privacy Notice:

A physical, electronic or any other document that informs the owner of the existence and characteristics of the processing of their personal data.

Personal data:

Information relating to a natural person who has been identified or who can be identified directly or indirectly.

Sensitive personal data:

Data that may reveal intimate aspects of the data subject, such as ethnic or racial origin, physical or mental health, religious, philosophical or moral beliefs, trade union membership, political opinions or sexual preferences.

ARCO Rights:

Access, to know what data is held and how it is used; Rectification, to correct inaccurate or incomplete data; Erasure, to request the deletion of the data when it is no longer needed or is being misused; and Opposition, to refuse the processing of your data for legitimate reasons.

Headline:

The natural person to whom the personal data that is processed belongs.

INTERNAL ROLES AND RESPONSIBILITIES

1. **IT:** Technical security measures (access controls, encryption, information backups).
Management of biometric data for access to the facilities.
Information backups, networked, on-premises and cloud servers.
2. **Human Resources (HR):** Management of employee files, signing of notices and NDAs.
3. **IMS/HSE:** Management of reports, files, medical records, accident/incident records, audits.
4. **Users with access to data:** They must adhere to this policy and safeguard the information under your control.





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DATA PROCESSING LIFE CYCLE

1. Collection: Only necessary and relevant data.
2. Use: Limited to the purposes indicated in the Privacy Notice.
3. Storage: The period necessary to comply with the purposes and legal obligations.
4. Deletion: Secure deletion by hard erasure or physical destruction.

ARCO RIGHTS

Coastoil Dynamic recognises and guarantees the exercise of ARCO Rights by the owners of personal data. Any person may access their personal data in the company's possession, request their rectification in the event that they are outdated or incorrect, request their cancellation when they consider that they are not necessary for the established purposes or that they are being processed improperly, and oppose the use of their data for legitimate reasons.

SECURITY INCIDENTS

Any unauthorized access, loss or leakage of personal data must be reported immediately to the Administration & Purpose Management, IT, Human Capital and the head of the area, as the case may be.

DATA TRANSFERS

They are allowed only when:

1. There is consent from the owner.
2. Are required by contract.

3. They are carried out by authorities in accordance with the law.

Third parties shall assume the same confidentiality and security obligations.

RELATIONSHIP TO PRIVACY NOTICE

This policy supplements Coastoil Dynamic's Privacy Notice, available at: <https://www.coastoildynamic.com/> and to the internal controls of the corresponding departments.

Carlos Andrés Botas Machuca
Legal Representative
Coastoil Dynamic S.A. de C.V

