



NOTICE OF PRIVACY

LYON AG S.A. DE C.V.

LYON AG S.A. de C.V. with residence located at Union street number 25 Cologne Tlatilco in the municipality of Azcapotzalco with zip code number 02850, we are dedicated to edit, publish, print all kind of magazines, newspapers, catalogs, books, brochures, dictionaries, encyclopedias, and in general all products related to the paper, editorial and typography industry offering employment opportunities. Derived from the above legal relations *LYON AG S.A. de C.V.* is committed to protect and safeguard your personal data or sensitive personal data, as well as to comply with the obligations imposed by the current Mexican legislation and its regulations.

This notice of privacy has as main purpose to make the knowledge of our customers, employees, suppliers, applicants and candidates who have a legal relationship with *LYON AG S.A. de C.V.* management, we will give your personal data or sensitive personal data, this includes the process, rules and procedures to follow if you want to exercise the ARCO rights set out in the Federal law of protection of personal data in the possession of private individuals.

1. - TREATMENT OF PERSONAL DATA.

LYON AG S.A. de C.V. can collect and treat your personal data or sensitive personal data depending on the legal relationship established (working, commercial etc.) and of the information necessary for the fulfilment of the obligations arising out of this legal relationship. In this sense, there will be a specific treatment of your personal data, whether you our customer, employee, applicant to be our employee or candidate looking for jobs on our job board, job offers we provide through several media provider (electronic or printed where we recruit staff), or if is a different relationship between you and *LYON AG S.A. de C.V.* In any case, we will monitor that the treatment that we give to your sensitive personal and/or personal data complies with the principles enshrined in Mexican law and its regulations.

2. -WAYS OF COLLECTING YOUR PERSONAL DATA.

LYON AG S.A. de C.V. can collect your information, personal data or sensitive personal data, in writing, via telephone or through various electronic media that we put at your disposal for these purposes (web page, social networking, email, etc.) or through our stores. The above with the understanding that we only collect the information or personal data, which are essential to reach the legal relationship that, holds with *LYON AG S.A. de C.V.* We will be able to access your data under one or more of the following causes:

- For your interest in our recruitment and selection of personnel.
- By carrying out various tests and/or assessments that can be psychometric or socio-economic and/or abilities and/or medical, for candidates seeking employment.

LYON A.G. S.A DE C.V.

Calle Unión No. 25 Col.Tlatilco
Deleg. Azcapotzalco C.P 02860

Tel. 55556-0525

hmandujano@lyonag.com.mx

- On receiving your Curriculum Vitae to provide employment opportunities. This with the purpose of evaluating your profile with some vacant position in present or future.
- To send information regarding our company and/or human resources.
- For your interest in becoming employee of *LYON AG S.A. de C.V.* or by his current position as our employee or service provider.
- To provide you with exclusive benefits that might be of interest under your relationship as employee of *LYON AG S.A. de C.V.* aspiring *LYON AG S.A. de C.V.* or candidate employee seeking employment.

3. PURPOSE FOR THE TREATMENT

In *LYON AG S.A. de C.V.*, we will only use your personal data or sensitive data that you provide to us for the purpose for which you were requested. In any case and according to the applicable legislation, we will provide you, our notice of privacy appropriate whether you are our customer, employee, applicant employee, candidate looking for employment or supplier at the time that you request them during office hours, as well as having access to it, outside of working hours, 24 hours a day on our website www.delman.com.mx. You can be sure that we will be responsible for provide you all the necessary information regarding the use and purpose of their data as well as show you and define in which Department are protected, the purpose of their processing, restrictions on its use, the details necessary to give you the privacy you need, as well means that you will have at your disposal to exercise your ARCO rights, hold your personal data or sensitive personal data. The purposes for which we use your personal data may be, the following:

- For candidates for jobs or current employees of *LYON AG S.A. de C.V.* In this case will collect and will treat the personal data or sensitive personal data that are necessary to carry out processes for recruitment, selection, placement and effects where appropriate, carry out all procedures or formalities necessary for your recruitment. General data such as your name, address, phone numbers, emergency number or emergency contact, employment history, medical information, (this information can be for performance of manual jobs that require physical exertion, or should you need assistance or special treatment derived from a disease to suffer, or measures of safety or protection of the personnel in case of suffering from a communicable disease).
- Also your personal data or sensitive personal data may be used for statistical purposes, identify you as our employee, comply with the employment benefits that correspond to you according to your position, as well as the fulfilment of the legal obligations that Mexican law and its regulations have.
- For people who are interested in consulting our job board or provide us their resume for possible placement: we will collect and treat their personal data or sensitive personal data themselves that are intrinsically necessary to support him as a candidate for the vacancies posted on our job board.

LYON A.G. S.A DE C.V.

Calle Unión No. 25 Col.Tlatilco
Deleg. Azcapotzalco C.P 02860

Tel. 55556-0525

hmandujano@lyonag.com.mx

- We also collect your personal data or sensitive personal data, you give us your resume so we can pass it on to third parties interested in your profile for a possible offer of job or that it can subsequently apply in any future vacancy of our job board.
- For customers, suppliers and distributors: we may collect your personal data or sensitive personal data which are required to comply with contractual legal guidelines that relate to him in a relationship with LYON AG S.A. de C.V. For these purposes, it will be necessary to have information of our clients, potential clients, suppliers, potential suppliers. In the same way your personal data will be treated in the event that you have an interest in receiving information. In this sense, in the case of having relationship with companies, we can even handle the personal data and/or information of employees or collaborators of these companies.

4. PROCEDURE TO EXERCISE THE ARCO RIGHTS (ACCESS, CORRECTION, CANCELLATION, OPPOSITION)

LYON AG S.A. de C.V. has a "**Data Protection Policy**" which mentions in a comprehensive way the procedure where employees, candidates, applicants, customers and suppliers can exercise their ARCO rights in accordance with the Federal law of protection of personal data in the possession of private individuals. Through which the ways to apply are:

1. In the case of current employees, former employees, candidates and would-be employees, customers, potential customers and suppliers through the legal agent in the following e-mail address hmandujano@lyon.com.mx

The holder of personal data or sensitive personal data collected is in the **negative** of his treatment since it considers that its purpose is not necessary or they didn't give origin to the legal relationship with LYON AG S.A. de C.V. will have 5 days to show their dissatisfaction by writing to the post above. Consent for the processing of such data will be assumed in the case of failure to do so.

5. PROCEDURE TO REVOKE THE CONSENT.

LYON AG S.A. de C.V. within its "**Policy of Protection of Data**" the holder of personal data or sensitive personal data includes the *Revocation of consent* which, at any time request the revocation of your consent to treat in your personal data or sensitive personal data, by going to the legal agent, where gladly will receive your request and will answer in a maximum of 5 working days. In the same way at any time, you can consult and access our "**Data Protection Policy**" through the same department described in point 4.

6. TRANSFER OF YOUR PERSONAL DATA

To meet the objectives of our company as well as to comply with the obligations that we have acquired with you, it will be necessary that, sometimes, we have to transfer your personal data to third parties. We will only make the transfer of your data when we have your consent to do so,



unless in the case of the exceptions set out in the Federal law of protection of personal data in the possession of private individuals.

Where there is a transfer of your data, all parties involved must be done according to the **"Data Protection Policy"** and this Notice of Privacy, which is at your disposal at any time you request it.

7. BACKUP OF DATA

In *LYON AG S.A. de C.V.* we have implemented all the measures of security administrative, technical and physical needed to protect your information, data and/or sensitive personal data against damage, loss, alteration, destruction or use, access or unauthorized treatment.

8. USAGE OF COOKIES, AND HIT COUNTERS.

Cookies are small text files that a web server sends to your computer, same serving to provide better care for our products or services. A session cookies remember the activity that you carried out previously on our web site. Persistent cookies even make it possible to save your preferences in the various sessions that visit our web site, which allows us to customize, for example, the way in which the site put at your disposal the information of your interest. In addition, cookies can be used to show you listings, news and/or recommendations that might interest you, in accordance with its previous activities on our web site. Cookies are also used to implement strategies that allow us to increase the quantity of our products or services.

Counters of visit or web beacons are typically graphic images that are placed on a web site and are used to count the number of visitors to a web site or they can even allow access to certain cookies. The use of beacons on our web site is intended to reflect statistics with respect to products or services that are of interest to you. These counters of visits not normally collect different information which the browser we provide as a standard part of any internet browser. If you choose the option "disable cookies" in your internet browser, the hit counter can't continue tracing specifically their activity. Some web sites or applications from our website may use objects stored locally, such as the cookies of Flash or HTML5 local storage. This type of locally stored objects are used for purposes similar to the cookies but usually they can contain many different data to the browser cookies. You can modify the settings of your Flash Player using the administrator settings in accordance with your preference on the storage of local shared objects, including local objects shared only for certain websites disable or completely disable the local storage shared for all web sites.

Most browsers or internet browsers allow you to disable or enable the use of cookies. You can also delete cookies from your computer if your browser lets you. If you disable the cookies, it is possible that you can't use certain parts of our web site and you may need to reinstall a cookie of rejection. In any case, you will have several options to limit the access of cookies and web beacons on our website on your computer.

LYON A.G. S.A DE C.V.

Calle Unión No. 25 Col.Tlatilco
Deleg. Azcapotzalco C.P 02860

Tel. 55556-0525

hmandujano@lyonag.com.mx



9. LINKS TO OTHER WEB SITES

It is possible that on our web site, we establish links or links in order to provide access to other web sites that we believe may be of interest to you. In any case, it is important to let you know that "LYONAG S.A. de C.V." obligations with regard to the handling of your personal data and privacy policy only shall be valid with respect to our web site for that in any way we are responsible for the content of third party web sites.

10. CHANGES TO THE PRIVACY NOTICE

Rules, procedures, mechanisms of monitoring and control and responsibility for the treatment of your information and/or personal data will be in force while it is our "**Data Protection Policy**" and our "**Notice of Privacy**". In this sense LYONAG S.A. de C.V. reserves the right to modify part or all the contents of the "**Data Protection Policy**" and its "**Comprehensive Privacy Notice**". In case that we change or modify our Notice of Privacy, we will notify you through the website www.lyonag.com.mx which is updated constantly. By which we recommend that you periodically check the contents of the web page.

LYON A.G. S.A DE C.V.

Calle Unión No. 25 Col.Tlatilco
Deleg. Azcapotzalco C.P 02860

Tel. 55556-0525

hmandujano@lyonag.com.mx