



2019-05-17

NOTICE OF PRIVACY of service provision of the entidad mexicana de acreditación, a. c.

Based on the Federal Law on Protection of Personal Data in Possession of Individuals and its Regulations, we inform you of our "Privacy Notice":

1. Identity and address of the person in charge.

The Mexican entity of accreditation a. c., with address at Mariano Escobedo # 564, Col. Anzures, C.P. 11590, Miguel Hidalgo Delegation, Mexico City, is responsible for the use and management of the personal data of holders and their protection. For any doubt, comment, notification and / or complaint regarding the handling of your personal data, you can contact the person in charge of the Operations Management, at the address mentioned above or at (55) 9148-4350 or at Email: privacidad@ema.org.mx or visit our website at www.ema.org.mx.

2. Ways of obtaining or collecting personal data.

This information is obtained from the service requests, the evaluations made and the contract signed with the entity either through the printed documents or electronic means offered by ema for its services such as, web page, online forms, SAema systems or SICOHOL and emails from the ema staff. This information is used to comply with the provisions of the Federal Law on Metrology and Standardization and its regulations, the Management System of the entity, the regulations regarding accreditation and other documents established to comply with the recognition agreements established by the entity. It is also obtained from the microsites developed especially to promote different events.

The ema can record audios, videos and / or take pictures of the events and courses that it carries out. If you participate in these events and activities, you accept that you may be recorded and / or photographed, consenting that the ema may use, distribute or transmit them on social networks and exclusively ema propaganda. If you do not agree, you must state it as indicated in point "4. Consent "of this document.

In case you consult our website, use the SAema system or SICOHOL, we indicate that we do not use cookies or web beacons.

Cookies are text files that are downloaded automatically and stored on the hard disk of the user's computer when browsing a specific Internet page, which allows the Internet server to remember some information about this user, including their preferences for the display of the pages on that server, name and password.

In the other hand, web beacons are images inserted in an Internet page or email, which can be used to monitor the behavior of a visitor, such as storing information about the user's IP address, duration of interaction time on said page and the type of browser used, among others.



2019-05-17

Primary purpose of the use of information.

Your personal information will be used to record and control attendance at the XIV General Assembly of the **"InterAmerican Accreditation Cooperation" (IAAC)**. Likewise your personal data could be used to make payments, invoices, contracts, and agreements.

Secondary purpose of the use of information.

The secondary purpose of the data provided and obtained from the services provided is to inform you about events, courses, sending the NOTIema newsletter, promote our services, invitation to various work meetings and provide you with diverse information related to the Mexican System of Normalization, Metrology, Evaluation of Conformity and Accreditation, SISMENEC.

To limit the use or disclosure of your data the entity has an exclusion list, to request registration you must do so through the communication mechanisms defined in the corresponding section 1 of this Notice.

3. Treatment of personal data.

For you to be informed about what personal information we collect, we inform you of the following information:

Personal data that, if applicable, are collected:

Email, Name, Organization, Country, Contact for emergency cases (Name, Phone, Relationship)

4. Consent

In the event that you decide to revoke the consent or limit the use of your personal data, you must request it by providing the information mentioned in section 6, either through the electronic means indicated for this in section 1 corresponding to this Notice or in person at the address of the Responsible.

It is important to indicate that the revocation of your consent will not proceed when the processing of your personal data is necessary to comply with legal obligations, by law exceptions (commercial, fiscal, intellectual property, administrative or any other not provided in this document) or by resolution of competent authority.

5. National or international transfers.

The personal data Email, Name, Organization, Country, Contact in cases of emergency (Name, Phone, Relationship) will be transferred to IAAC or to the authority that requests it. The entity will make sure to take measures so that the third party that receives the personal data adheres to the compliance with this privacy notice.

6. ARCO window.

2019-05-17

You have the right to access, rectification, cancellation or opposition (ARCO rights) regarding the processing of your personal data, as well as to revoke the consent you have granted us. If required, please send your request to the person in charge of the Operations Management, through the electronic means and / or in a personal way at the address of the responsible person indicated in the corresponding section 1 of this Notice, to ratify the information sent with the original documents that support your request. The cancellation will be made in accordance with the applicable legislation.

6.1 The request must include the following information:

6.1.1 Information and / or documents necessary for the exercise of ARCO rights.

- Request for the exercise of rights.
- Copy of the accreditation documents of the owner or representative.
- Contact information (Name, address, email and / or telephone) of the owner.

6.1.2 The application for the exercise of ARCO rights must contain:

- Name and address of the owner.
- Data of the means by which you will be in contact for the notifications of the application.
- Clear and precise description of the personal data regarding which one seeks to exercise any of the aforementioned rights.
- Data that helps to locate the data (acquired service).

6.2 Procedure for exercising ARCO rights and / or revocation of consent:

6.2.1 The owner and / or his representative must send their request with the requested documentation to the head of the Operations Directorate, through the mechanisms previously established in point 6.

6.2.2 The responsible will review the documentation to accredit the owner or the legal representative of the latter, verify that the requested documents are available and validate that the information contained is adequate and / or correct. In the event that the information provided in the application is insufficient or erroneous to address it, or the requested documents are not accompanied, the head of the Operations Department will request the owner, if required, for once and within the five days following receipt of the application, which provides the elements or documents necessary to process it. The owner will have ten business days to meet the requirement, counted from the day after he received it. If there is no response within that period, the corresponding request will be deemed not submitted.

6.2.3 Once the documentation and complete information is available, the person in charge of the Operations Management will have a period of twenty (20) business days to respond to the request of the owner and / or representative. The person in charge of the Operations Management will register the request and in the acknowledgment that he gives to the owner, he will record the reception date from which the established deadlines for the response will be considered.

2019-05-17

6.2.4 If it is appropriate, it shall be effective within fifteen days following the date on which the response is communicated. In the case of requests for access to personal data, the delivery shall proceed after proof of identity of the applicant or legal representative, as applicable.

6.2.5 The person in charge of the Directorate of Operations will respond to requests for ARCO rights and / or revocation of the consent they receive, regardless of whether or not the holder's personal data appear in their databases, in accordance with the established deadlines.

7. About this Privacy notice.

If you want to know more about this Privacy Notice, it is necessary that you appear before the head of the Operations Direction at the address indicated in this Privacy Notice, from Monday to Friday, always on business days. within the established office hours from 9:00 a.m. to 5:00 p.m. or contact us by telephone at (55) 9148-4350 and / or via email at privacidad@ema.org.mx

8. Use of closed-circuit video surveillance.

If you visit us in our offices (see section 1), we inform you that closed circuits of video surveillance are used which generate recordings of the people who access and transit them with the purpose of providing physical security in our facilities.

9. Employees, suppliers, visitors and PNE

With respect to the treatment of personal data of employees, suppliers and visitors, we inform you that the Privacy Notices for such profiles are available to them in the corresponding areas of Services to **ema** People, Administrative Management, in the reception of our facilities and in the Coordination of the National Register of Evaluators respectively, as well as in the website of the **ema**.

10. Update

This privacy notice may have modifications based on legal requirements or updates, our data protection system, the new services we offer or other reasons.

Therefore, any modification to this privacy notice may be viewed on the website www.ema.org.mx and in our offices with address and time indicated in section 7.

Date of update: 2019-05-17