



STANDARD FORM FOR THE EXERCISE OF RIGHTS OF ACCESS, RECTIFICATION, CANCELLATION, AND OPPOSITION (ARCO RIGHTS)

The personal data provided through this Standard Form shall be processed exclusively for the purpose of verifying the identity of the data subject and/or, where applicable, his or her legal representative, in order to process and respond to the request for the exercise of ARCO Rights (Access, Rectification, Cancellation, or Opposition)

[1] Date of Submission (dd/mm/aa) _____

[2] Company to Which this ARCO Rights Request is Submitted

☐ WHIP SOLUTIONS S.A DE C.V

[3] Information of the Data Subject and/or Legal Representative

Father's Last Name

Mother's Last Name

First Name(s)

[4] Type of ARCO Rights Exercised

☐ **Access** (to access his/her personal data and be informed of the applicable Privacy Notice)

☐ **Rectification** (to correct his/her personal data when such data is inaccurate or incomplete)

☐ **Cancellation** (to request the deletion of his/her personal data, subject to prior blocking thereof, in accordance with applicable law)

☐ **Opposition** (to object, in whole or in part, to the processing of his/her personal data based on legitimate grounds)

[5] Please provide a brief description of the ARCO Rights request submitted herein.



[6] In the case of requests for the exercise of ARCO Rights, the data subject shall clearly, accurately, and sufficiently describe the personal data in respect of which he or she intends to exercise any of the rights indicated in section [4] above. In the case of the right of Rectification, the data subject must specify the modifications or corrections requested and, where applicable, provide the documentation supporting such request. With respect to the right of Opposition, the data subject shall expressly indicate the specific processing activity or activities to which he or she objects.

[7] Please provide your email address for purposes of receiving notifications regarding the response to your ARCO Rights Request.

[8] In order to facilitate the identification and location of your personal data, please specify the nature of your relationship with the company to which this Request is addressed.

- ☐ Client
- ☐ Supplier
- ☐ Employment Applicant
- ☐ Shareholder / Equity Holder
- ☐ Employees (Position/Job Title)_____
- ☐ Former Employee (Position/Job Title and Period of Employment):_____
- ☐ Other. Please Specify_____

[9] Procedure and Requirements for the Submission of this Standard Form



You must send this duly completed Standard Form to the following email address: privacy_whip@whipsolutions.com.mx, together with the documentation evidencing your identity or, where applicable, your authority to act as legal representative.

- Documentation Evidencing Identity or Legal Representation:
- Valid official identification (voter identification card, passport, National Military Service card, or professional license/certificate).
- Documentation evidencing legal representation, where applicable.
- Documents evidencing the legal relationship with the Company (employment agreement, services agreement, purchase orders, employment certificates, among others).

You may exercise your Rights of Access, Rectification, Cancellation, or Opposition (ARCO Rights), either directly or through your legal representative, by submitting to the Privacy Officer the form entitled “Exercise of ARCO Rights”, which may be downloaded from [WHIP SOLUTIONS](#), for purposes of its use in matters relating to the Human Resources department, together with the documentation specified therein.

The exercise of ARCO Rights allows you to request from the Company the following:

Access.

The data subject may request information regarding the personal data being processed by the Company. Such information may be provided through hard copies, electronic documents, or any other means deemed appropriate for its delivery.

Rectification.

The data subject may request the correction or update of his/her personal data when such data is inaccurate or incomplete, and must provide the documentation supporting the validity of the requested rectification

Opposition.

The data subject may object to the processing of his/her personal data for specific purposes. Notwithstanding the foregoing, it should be noted that the processing of personal data for primary purposes is necessary for the fulfillment of the Company’s legal and contractual obligations; therefore, the exercise of the right of Opposition may not be applicable in such cases.

Cancellation.

The data subject may request the cancellation of his/her personal data when he or she considers that such data is not being processed in accordance with the principles and obligations established under applicable law, or when the personal data is no longer necessary for the purposes that gave rise to its processing.

Cancellation shall entail a blocking period during which the personal data will remain safeguarded exclusively for purposes of complying with legal obligations or addressing potential liabilities arising from its processing. Upon expiration of such blocking period, the personal data shall be permanently deleted. The duration of the blocking period shall correspond to the applicable statutory limitation period established under the relevant legislation.

The exercise of ARCO Rights shall be free of charge; however, the Company may require payment of the justified costs related to shipping expenses or reproduction of the requested information.



Once the corresponding request form has been duly submitted together with all required documentation, the Company shall communicate to the data subject the determination adopted within a maximum period of twenty (20) business days, counted from the date on which the request is received.

If the request is deemed admissible, the Company shall implement the corresponding right within fifteen (15) business days following the date on which the response is communicated to the data subject.

If the information provided in the request is insufficient, inaccurate, or otherwise prevents the Company from properly processing the request, the Company may require the data subject, within five (5) business days following receipt of the request, to provide the additional information or documentation necessary for its proper processing. The data subject shall have a period of ten (10) business days to comply with such requirement; otherwise, the request shall be deemed not submitted.

If the exercise of ARCO Rights is not admissible, whether totally or partially, pursuant to the grounds established in Article 33 of the Federal Law on Protection of Personal Data Held by Private Parties, the Company may deny or limit access thereto. In such event, the Company shall inform the data subject or his/her legal representative of the reasons supporting such determination within the same timeframes indicated above and, where applicable, shall attach the supporting elements upon which such decision is based.

[10] Means by Which the Requested Information May Be Reproduced.

The response to your Request shall be notified through the email address indicated as the contact method in section 7 of this Standard Form. Likewise, the corresponding information shall be made available through such means in electronic format, by way of digitized copies and, where applicable, through reproductions or screenshots obtained from the applicable systems, ensuring at all times the integrity and availability of the information provided.

Date of Last Update: March 31, 2026.