

## PRIVACY NOTICE

In accordance with Articles 2 section I, 7, 13, 14, 15, and 16 of the Federal Law on the Protection of Personal Data Held by Private Parties (Ley Federal de Protección de Datos Personales en Posesión de Particulares, hereinafter referred to as [the Law](#)), and other related provisions, we hereby inform you on the characteristics and purposes of the treatment given to your personal data.

### A. Identity and address of the responsible party

Fondo Mexicano para la Conservación de la Naturaleza, A.C. (FMCN), a non-profit association located at Francisco Sosa 102, Santa Catarina, Coyoacán, Postal Code 04010, Mexico City, Mexico, and with phone number +52 (55) 5611 9779, is responsible for collecting your personal data, for the use and storage that is given to such data and its adequate protection.

In the collection of data provided by you personally and directly, either verbally, by telephone, correspondence, business cards or filling out of forms, as well as in the collection of data through our website, we follow all the principles established by the Law: legality, quality, consent, information, purpose, loyalty, confidentiality, security, proportionality and responsibility.

### B. Purposes of personal data processing

Personal data obtained, stored and used by FMCN, is voluntarily provided by you for the following purposes:

- (i) To keep an updated record of donors, clients, suppliers and friends of FMCN;
- (ii) To inform our donors, clients and friends varied news, communications or opportunity notices pertaining to FMCN, to promote, educate and train our community in matters related to the conservation of nature and environmental quality;
- (iii) To send invitations to participate in research and training projects that FMCN, in its opinion, considers of your interest;
- (iv) To comply with our obligations with respect to our donors, clients and suppliers;
- (v) To set up contact with our donors, clients and friends to answer requests for information;
- (vi) To set up contact with our donors to provide certain information regarding employees of FMCN;
- (vii) To send notifications regarding changes to this Privacy Notice; and,
- (viii) To respond to requests for personnel recruitment received by FMCN.

### C. Personal data collected

To fulfill the above-mentioned objectives, we can collect your personal information in different ways. We usually collect your data when you directly provide it to us (through our employees or our website). Sometimes we collect your data indirectly through other sources allowed by the Law.

We collect the data directly when you provide it to us either in person, electronically or through our website. Such personal data may include: (i) name or corporate name; (ii) address; (iii) company and position

held; (iv) telephone number; (v) e-mail address; and (vi) if necessary, your academic and career education, such as degrees and professional certificates. This information will be subject to controlled processing.

In addition, we may collect data considered by the Law as financial or patrimonial data, including: (i) the nature and number of bank accounts; (ii) tax receipts; (iii) Federal Taxpayer Registry number; and (iv) social security number.

In accordance with the provisions of the fifth paragraph of Article 7 of the Law, when FMCN collects financial or patrimonial data, you will be required to expressly consent to the processing of such data. For such purposes we will ask you, at the time, to indicate whether or not you accept the treatment by signing this document.

FMCN guarantees the integrity and availability of the personal data collected, through the use of storage systems and consultation tools that meet the highest standards of reliability and security, under the supervision and monitoring of the corresponding personnel.

I hereby consent and authorize my financial and patrimonial personal data to be treated under the terms and conditions set forth in this Privacy Notice.

#### **D. Sensitive Personal Data**

In the event that FMCN collects sensitive personal data (data that may reveal aspects such as racial or ethnic origin, present and future health status, genetic information, religious, philosophical, and moral beliefs, union membership, political opinions, or sexual preferences), such data will be processed solely for the purposes set forth in this Privacy Notice.

In accordance with the provisions of Article 8 of the Law, when FMCN receives sensitive personal data from you, your express consent will be required for the processing of this data, and we will therefore ask you to indicate whether or not you accept the processing by signing this document.

I consent and authorize my sensitive personal data to be processed in accordance with the terms and conditions of this Privacy Notice.

The personal data collected will be part of a database that will remain active for as long as FMCN exists, or for the period necessary to fulfill the purposes mentioned. Accordingly, we will adopt each and every administrative, physical, and technical security measure established in the Law to safeguard your personal information from any damage, loss, alteration, destruction, or unauthorized use, access, or processing.

**E. Information gathered through remote or local means of electronic or optical communication, or through other technology**

Cookies are files stored on the hard drive of the user's computer equipment or electronic communication device as a consequence of navigating in a specific webpage, that allow an Internet server to recall certain facts about the user, such as preferences for the display of pages on that server, name and password.

On the other hand, web beacons are visible or hidden images embedded on a webpage or e-mail address, which could be used for monitoring a user's behavior and to store information about user's IP address, interaction time on that page and the type of browser used.

Please note that we may collect personal data through the use of cookies and web beacons to obtain the following information:

- The type of browser and operating system
- The Internet pages you visit
- The links that you follow
- The IP address
- The website you visited before coming to ours

FMCN may use cookies and web beacons to collect information on the areas of your choice visited on our website, to identify the services that you were interested in, to accelerate the speed of your future visits, as well as updating our website and services according to your interests and needs.

These tools can be disabled. To learn how to do so, please contact [info@fmcn.org](mailto:info@fmcn.org)

**F. Procedure to limit the use or disclosure of personal data.**

You may stop receiving messages by email, print, landline, or mobile phone by contacting the Finance Department, which is responsible for the management and protection of personal data.

**G. Mechanisms and procedures for the holder to revoke their consent at any time**

At any time, you may revoke the consent that has been given to FMCN for the treatment of your personal data. For such purposes, you will have to contact our Finance Department, to be informed on the procedure to be followed to perform the revocation of consent.

Within a maximum of 15 business days from the receipt of your request, we will answer said request and inform you on its status through the same channel it was received.

## **H. Means to exercise the ARCO rights, withdrawal of consent and refusal for processing of personal data**

You have the right to access, rectify and cancel your personal data, and oppose to its treatment or withdraw your consent granted for that purpose, through the procedure that we have implemented.

To facilitate the exercise of such rights, you are welcome to make a request in writing to our Finance Department, either personally at the address specified for such purposes or by sending an e-mail.

Within a maximum of 20 business days from the receipt of your request, we will answer said request and inform you about its status through the same channel it was received.

### **I. Transfer of personal data**

FMCN reserves the right to share your personal data with its employees and managers, who will treat your information on behalf of FMCN exclusively.

We also inform you that your personal data will not be transferred or treated, inside and/or outside the country, by any other entity besides FMCN.

However, personal data provided by FMCN employees may be transferred, within and/or outside the country, for the purposes described in section B, subsection (vi) of this Privacy Notice. In accordance with the provisions of Article 35 of the Law, the express consent of FMCN employees will be required to transfer their personal data. Therefore, you will be asked to indicate whether or not you agree the transfer by signing this document.



I hereby consent and authorize my personal information and/or financial and patrimonial personal data to be transferred or treated, inside and/or outside the country for the purposes described in section B, subsection (vi) of this Privacy Notice.

### **J. Amendments of the Privacy Notice**

FMCN reserves the right to change or update at any time, the terms and conditions of this Privacy Notice. This action will be notified by notice on the website and/or an e-mail sent to the e-mail address you provide. FMCN is not responsible if you do not receive the notification of amendments to the Privacy Notice if there is any problem with your e-mail account, data transmission over the Internet, or if there was no access to the website for any reason not attributable to FMCN.

For your safety, we strongly suggest periodical reviews of the contents of this Privacy Notice on our website.

### **K. Complaints and allegations of improper treatment of personal data**

If you consider that your right to protection of personal data has been violated by any conduct of our employees, officers or by our actions or responses, and presumably in the treatment of your personal data there is a violation of the provisions under the Law, you may file a complaint or report with the Secretariat

for Anti-Corruption and Good Governance. For more information, visit:  
<https://www.gob.mx/buengobierno>

#### **L. General Coordination**

For all purposes of this Privacy Notice, we hereby provide the contact email for all matters related to this Privacy Notice: [info@fmcn.org](mailto:info@fmcn.org)

Address: Francisco Sosa 102, Santa Catarina, Coyoacán, Postal Code 04010, Mexico City, Mexico.  
Phone number: +52 (55) 5611 9779

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