



**In Aeropuerto Internacional de la Ciudad de México S.A. de C.V. (AICM), (Mexico City International Airport) and Servicios Aeroportuarios de la Ciudad de México S.A. de C.V. (SACM) (Mexico City Airport Services), we protect your personal information.**

#### **What information is gathered?**

Full name; address; telephone number; civil status; Federal Registry of Taxpayers (RFC, Registro Federal de Contribuyentes); Social Security Number (NSS, Número de Seguridad Social), Unique Population Registration Code (CURP, Clave Única de Registro de Población); date and place of birth; fingerprint; blood type; nationality; physical characteristics; age; name of relatives, dependents and beneficiaries; academic history; your credit and job performance; incomes and expenses; bank accounts; insurance data, bonds and your health.

#### **What is your personal information in AICM and SACM used for?**

To comply with the granting provided by Aeropuerto Internacional de la Ciudad de México, S.A. de C.V, which is intended to use, manage, operate, exploit and develop the Concessioned Assets and, when applicable, perform maintenance and conservation of the Airport facilities; additionally, for Servicios Aeroportuarios de la Ciudad de México, S.A. de C.V., to provide management and consulting services to AICM.

By these means, we will inform you if there are any changes in our privacy policy.

You have the right to consult your personal information, rectify and cancel it, as well as refuse our treatment according to our procedures.

#### **Where am I informed about the actions of AICM and SACM to guarantee the safety of my personal information?**

Call our Transparency Unit, on 2842 2400, extension (2244) and (2246), or write to [unidadenlaceaicm@aicm.com.mx](mailto:unidadenlaceaicm@aicm.com.mx)

#### **Privacy Policy**

AICM and SACM attach the highest attention to confidentiality and adequate protection of your personal information. We are committed to manage your personal information responsibly and according to the provisions in Federal Law for the Protection of Data in Possession of Institutions (LGPDPPO, Ley General de Protección de Datos Personales en Posesión de Sujetos Obligados) and other regulations where applicable.

For AICM and SACM is necessary to gather certain personal information to carry out their activities; moreover, it has the legal and social obligation to comply with the sufficient legal and safety measures to protect the personal information gathered for the purposes described in this Privacy Policy.

Along with this Privacy Policy, relevant notices have been established on each of the appropriate moments prior gathering information; all of this in order to give you, as the holder, plain control, and choice on your personal information. Therefore, we recommend you to read carefully the following information.

#### **1. Address of the person responsible:**



AICM and SACM are located in AV. Capitán Carlos Leon S/N, Colonia Peñón de los Baños, Delegación Venustiano Carranza, Postcode 15620, Mexico City. (55) 2482 2400, extensions (2244) and (2246).

## **2. Sensitive personal information.**

We keep information subject to identification in our database, all of it maintained with appropriate safety and confidentiality guarantees, and it will be accessible only for professionally and legally authorized people. Among such information, the following is presented in a non-exhaustive manner:

- 1. Identification information:** Full name; address; telephone number; civil status; Federal Registry of Taxpayers (RFC, Registro Federal de Contribuyentes); Social Security Number (NSS, Número de Seguridad Social), Unique Population Registration Code (CURP, Clave Única de Registro de Población); date and place of birth; fingerprint; blood type; nationality; physical characteristics; age; name of relatives, dependents and beneficiaries.
- 2. Professional Information:** such as occupation, title, area or department, address, phone and e-mail, extracurricular activities, job employment references, academic history, working performance and professional experience, generated by one of my recruitment processes, selection, hiring, assessment and training, date of admission and release, among others.
- 3. Property information:** such as salary deductions, real and personal property, credit history, incomes and expenses, bank accounts, insurance, retirement fund (Afore), contracted services, personal references, among others.
- 4. Health information:** Information concerning a physical person related to the valuation, preservation, care, improvement and recovering of his/her present, past or future state of health.

## **3. Information treatment objective**

Your personal information can be used for the following purposes, among others, regarding the legal relation and/or service provision:

For the creation of airport identification cards; customers and leasing agreements control; AICM user's complaints support; execution of agreements and orders derived from the Acquisitions, Leases and Services of the Public Sector; tax regulation compliance, third party payments, Interbank Electronic Payments System (SPEI, Sistema de Pagos Electrónicos Interbancarios), incomes received from different customers, control of licenses and operators of the different groups working in the airport; restricted area's access and collaboration agreements; unique registration of public servers.

## **4. Security measures and information confidentiality**

AICM and/or SACM are committed to maintain the physical, management and technical security measures necessary to protect your personal information against damage, loss, alteration, destruction or not authorized use, access or treatment.

Similarly, AICM and/or SACM and their employees, supervisors and users in general that have access to personal information in the exercise of their duties or intervene during any phase of the

Treatment are committed to maintain the confidentiality regarding your personal information, even after the relation with AICM and/or SACM had finished.

## **5. Legal basis for the personal information treatment.**

Section II, Article 3 from the Federal Civil Service Organization Act; 25, 26, 47, 49, 50 and other subsequent articles relative to the Airport Act, 170 of its Regulations; Article 26 from the Acquisitions, Leases and Services of the Public Sector Act and other subsequent articles, as well as its regulations; 29 A from the Federal Tax Code; 113 and 117 from the Federal Law for Transparency and Access to Public Information; Article 1 from the General Act of Government Accounting; Public Works and Related Services Law, Articles 15 to 19 and 69 from the Professional Service Career in the Federal Public Administration Law, and the Mexico City International Airport and Mexico City Airport Services General Organization Manual.

## **6. Exercise of the Access, rectification, cancellation and opposition rights to the personal information treatment (ARCO, acceso, rectificación, cancelación y oposición)**

According to the provisions in Articles 3 section XI, 28 section V, and 43 to 56 LGPDPPSO, you, or through your duly authorized legal representative, have the right to Access, rectify and cancel your personal information, as well as opposing their treatment or revoke the consent granted for such purposes, by the implemented procedures. To know these procedures, requirements and terms, you can contact the AICM and/or SACM Transparency Unit on 2482 2400, extensions (2244) and (2246), or in our website: <https://www.aicm.com.mx/> in the section [https://www.aicm.com.mx/transparencia/acceso\\_a\\_la\\_informacion](https://www.aicm.com.mx/transparencia/acceso_a_la_informacion), or attend personally to the Transparency Unit.

Your rights consist of the following:

- I. **Access.-** Implies knowing all your personal information at all time in possession of AICM and/or SACM, as well as knowing the corresponding Privacy Policy.
- II. **Rectification.-** If any particular information is inaccurate or incomplete, you can request its modification, attaching the documentation authorizing such correction.
- III. **Cancellation.-** You will be able to request the cancellation of your information as deemed appropriate, if applicable, your personal information will enter into a blocking period to proceed after its removal. Entering into such period, your information will not be dealt by AICM and/or SACM.
- IV. **Opposition.-** At any time and by legitimate cause, you may object the treatment of your personal information. If your request proceeds, AICM and/or SACM will not be able to use such information.

## **7. Data transfer**

AICM and/or SACM will not transfer your personal information to third parties without any consent if it is legally required.

However, in order to meet the aforementioned purposes that can be legally demanded by the corresponding authorities, AICM and/or SACM can communicate certain gathered information to external suppliers and competent authorities. Accordingly, AICM and/or SACM will be able to communicate your information to all internal and external parties involved in our activities referred as External Suppliers, composed by trials, notaries, appraisers, public brokers, collection specialists,



external suppliers of goods and services, financial institutions, Mexican Social Security Institute (IMSS, Instituto Mexicano del Seguro Social) or any competent authority, with solely estatistical and procedure purposes, which aim is fundamental to meet the objectives from AICM and SACM.

AICM and/or SACM will be able to transmit your personal information to their external consultants to defend the aforementioned Entities from any legal dispute as a result of the services presentation, such as collection agency, external law firm or internal and external auditors (legal and accounting).

Your personal information will not be transferred to third parties, unless you had agreed its transfer, or that AICM and/or SACM considers that its communication is necessary for national security reasons, public interest or legal duties compliance.

### **8. Privacy Policy Changes**

AICM and/or SACM will be able to modify this Privacy Policy and its practices regarding the management of your personal information; however, any substantial modification affecting you, will be notified in this AICM website.

You will be able to oppose the new terms through the AICM and/or SACM Transparency Unit.

We inform you that in order to solve definitely a conflict related to the protection of your personal information, in terms of the provisions in Article 103 from LGDPDPPSO, the holder or representative can request an appeal for revision before the Institution or responsible bodies, as applicable, or before the Transparency Unit.