

Privacy Notice

This Privacy Notice is addressed to Independent Professionals, Clients, Suppliers and Employees and Partners of BDO, both active and inactive, whose Personal Data is included in the Companies' Databases.

THE BDO BUSINESS GROUP (hereinafter BDO), formed by the companies BDO AUDITORES Y CONSULTORES, SOCIEDAD ANÓNIMA and BDO AUDIT GUATEMALA, SOCIEDAD ANÓNIMA, all companies duly incorporated under the laws of the Republic of Guatemala, domiciled at 5^a. Avenida 5-55 zona 14, Edificio Europlaza World Business Center, Torre II, Nivel 9, Guatemala, Guatemala and e-mail marketingmail@bdo.com.gt, for all matters relating to inquiries and claims related to personal data protection.

INFORMS:

That BDO collects, stores, uses and transmits or transfers (as applicable) the personal data of its Independent Professionals, Clients, Suppliers and BDO Employees and Partners, both active and inactive, for the following purposes:

- a) Execute the contracts signed with customers.
- b) Make the payment of contractual obligations.
- c) Send information to governmental or judicial entities by express request of the same.
- d) Support external and internal auditing processes.
- e) Paying payroll, issuance of labor certifications, invitations to company events to its active workers.
- f) Issuance of labor certificates requested by workers who have retired from the company.
- g) Contacting independent professionals, workers, customers and suppliers, to send commercial information that may be requested or that has to do with the contractual relationship between the parties.
- h) Develop internal communication campaigns that may contain data of BDO employees and partners in Guatemala.
- i) Contacting professionals who send their resumes for job interviews.
- j) Submitting proposals that are requested either electronically, in writing or by electronic means.
- k) Sending e-mails containing newsletters, publications, invitations to events and information that may be relevant to clients and/or prospects.
- l) Sending proposals and portfolio of services.
- m) Sending satisfaction surveys and service improvement programs (only for clients).

The personal data collected for the aforementioned purposes may be disclosed to the personnel that make up the Human Resources Department, Financial Department, Administrative Department, Marketing and Business Development Department, Legal Department and Purchasing Department.

Additionally, we inform you that once the need for processing your data ceases, they may be removed from BDO's databases or archived in secure terms so that they can only be disclosed when necessary within the framework of the law.

As the owner of personal data, you are entitled to the rights listed below:

- a) To know, update and rectify their personal data against those responsible and in charge of the treatment. This right may be exercised, among others, against partial, inaccurate, incomplete, fractioned, misleading data, or data whose processing is expressly prohibited or has not been authorized.
- b) Request proof of the authorization granted, except when expressly exempted as a requirement for the processing.
- c) To be informed of the use that has been made of their personal data by the data controller or data processor upon prior written request.
- d) To revoke the authorization and/or request the deletion of the data when the treatment does not respect the principles, rights and constitutional and legal guarantees.
- e) Access free of charge to their personal data that have been subject to processing.
- f) Power to grant or deny authorization when the processing involves sensitive data.

BDO makes available to the owners of the data the channels listed below, through which we will receive queries and complaints regarding the processing of personal data, the procedure for this can be found in our data processing policy, which is published on our website www.bdo.com.gt.

E-mail address: marketingmail@bdo.com.gt

Telephone: 24133000

Address: 5^a. Avenida 5-55 zona 14, Edificio Europlaza World Business Center, Torre II, Nivel 9, Guatemala, Guatemala.