

## 1. Purpose

Establish the general guidelines to manage Grupo Bimbo's data and information cycles.

## 2. Scope

This policy applies to all associates in all functional areas and Business Units, affiliates and subsidiaries of Grupo Bimbo, that participate and manage the registration, assignment, modification and inactivation of data (master or operative) processes in the master catalogue.

## 3. Definitions

**Catalogue / Master domain:** Information set that allows lists creations and data relationships with determined business rules that describe a Good or Service, that are shared with the processes and applications within daily Grupo Bimbo's operations.

**Data:** Symbolic (numeric, alphabetic, algorithmic, spaced, etc.) and understandable presentation of the information, formalized and adequately for communication, interpretation or processing.

**Master Data:** Constant and uniform set of identifiers and extended attributes that describe the main activity of the company and include associates, providers, clients, hierarchies, accounting accounts, among other.

**Operative Data:** Data that make each register work within a catalogue in a system and, at the same time, that complies with the necessary requirements of a company, Business Unit or region.

## 4. Responsibilities

**Data Management Office (DMO):** Defines and communicates the data lifecycle of Grupo Bimbo's Business Units, along with the Global Functional Departments. Ensure its compliance, through the governance models established per catalogue, according to the **FGB-GS-01 Global Master Data Governance Policy**. Provide the "Registration, modification and inactivation of the catalogue narrative" to the Global Functional Departments (as applicable) to generate a lifecycle for each master catalogue.

**Global Functional Departments (catalogue owners):** Establish the classification (personal, sensitive and confidential) of the data that are part of their master catalogue. Monitor the compliance of this policy in their areas of responsibility.

**Global Legal and Compliance Department:** Assess associates and functional areas on their legal period, established in each country, to save the information and/or documentation requested in the registration, changes or inactivation of master data processes, in the master catalogues, according to the **FGB-CP-03 Global Retention and Destruction of Information Policy** and the **FGB-CP-01 Global Policy for the Protection of Personal Information**.

**Global Controllershship Department and Global Tax Department:** Assess associates and functional in the financial and tax areas to save the requested information and/or documentation on the registration, changes and inactivation of master data processes, in the master catalogues, according to the **FGB-CP-03 Global Retention and Destruction of Information Policy** and the **FGB-CP-01 Global Policy for the Protection of Personal Information**.

**Global Digital Transformation and Business Solutions Department:** Provide the tools and/or necessary platforms for obtaining, safekeeping, manipulating and destruction or inactivation of the master data, in Grupo Bimbo's catalogues.

**Global Data & Analytics Area:** Analyze and process the information saved on Grupo Bimbo's master catalogues to generate indicators that enables decision making. Give feedback to the DMO according to the Quality of the information obtained in the catalogues.

## 5. General guidelines

To ensure the consistent and comprehensive application of Quality information and complying with the regulations of data security and privacy where the company has operations, and considering the data used in such applications are considered assets of the company, it is Grupo Bimbo's policy to comply with the following guidelines.

The DMO, along with the Global Functional Department owner of the catalogue, should ensure that the data comply with the following phases:

- **Creation:** Define the process to incorporate data in the master catalogues with the addition activity (register, assignation, activation). Ensure that these transactions comply with the standards and the model established of the respective catalogue, published on SharePoint de MDM.
- **Safekeeping:** Determine the application where the data of the master catalogues will be saved and define the access control and data security. Obtain Assessment from the Global Controllershship, Tax, Legal and Compliance Departments accordingly, to the application of retention and destruction protocols of the data that are ruled by the privacy and protection of personal data laws.
- **Operation:** Establish the activities of the business processes that require availability of the data to work (e.g. purchase and inputs payment, maintenance to production centers and fleet, sale and product collection, etc.) and ensure the functioning of support areas.
- **Management:** Define the maintenance activities of the information to guarantee that the master catalogues are current and adequate for the business processes (e.g. modification, depuration, homologation, standardization, synchrony and data transformation). The data depuration should be aligned to the Annex 1 of the **FGB-CP-03 Global Retention and Destruction of Information Policy**.

The Global Data & Analytics area should comply with the following phase:

- **Analysis:** Obtain external and internal source data, from applications and business processes, for its analysis, interpretation and generation of indicators and information for decision making of the functional leaders in Grupo Bimbo. Define and establish the guidelines to use and/or publish on the different digital platforms.

## 6. Responsibility / Ownership

The Global Services Department is the assigned owner of this policy and is primarily responsible for the content, updating, monitoring of its compliance and submission for approval before the Internal Control and Risk Assessment Department, the Steering Committee and CEO.

## 7. Updates

The changes implemented in between versions are described below.

Revision / history of the revision				
Version	Revision date	Updated by	Approved by	Main Changes
1				