



## CANDIDATES INTEGRAL PRIVACY NOTICE

### **Identity and Address of the Personal Data Controller.**

Under the provisions set forth in the Federal Law for the Protection of Personal Data in Possession of Private Companies or Individuals (*Ley Federal de Protección de Datos Personales en Posesión de los Particulares* "LDP") and other applicable provisions, AN GLOBAL IT, S.A.P.I. DE C.V.(hereinafter referred to as, the "Personal Data Controller"), with address to hear and receive notifications in Bosque de Alisos 45B, Cuajimalpa de Morelos, Bosques de las Lomas, Postal Code 05120, Mexico City, Mexico; hereby informs you expressly:

### **Personal data collected and submitted to treatment.**

For the development of the purposes described in this Privacy Notice, we collect or may collect the following categories of personal data:

1. Identification and contact information,
2. Personal characteristics information,
3. Information of social circumstances,
4. Academic and professional information;
5. Work and labor related information.

The personal data whose categories have been identified may be collected by the Personal Data Controller in charge directly or personally by the titleholder, or indirectly through data transfers that you have granted a consent by means of the publication of your information on web sites or social networks of a professional nature.

As a candidate you are responsible of communicating to the people you have provided as references (family or former employers) about the existence of the selection process in which you participate and about the treatment of the personal contact information you have provided for the purposes set forth in this Privacy Notice. As the case may be, you must communicate the means through which they can access to the full content of this Notice.

The acceptance of this Privacy Notice entails authorization for the Personal Data Controller to contact the family or professional references that you have provided as a candidate for a job position, in order to obtain information and background about your performance in other workplaces.

### **Treatment of sensitive personal data**

For the fulfillment of the purposes indicated in the following section, the Personal Data Controller will not collect sensitive personal data.

### **Purpose of the treatment**



Original and necessary purposes:

1. Management, control and administration of the curricula and job applications received by the Personal Data Controller for their evaluation; contact with candidates and references of the candidates, and selection of personnel for the Personal Data Controller or any company belonging to the corporate group of the Personal Data Controller.
2. Management, control and administration of curricula and professional information provided and/or published by professionals in web sites or social networks of professional nature as candidates for jobs.
3. Verification of personal or professional references.
4. As the case may be, generation and communication of labor offers of a binding and non-binding nature.
5. Statistics and historical record of candidates.

**Additional purposes:** Do not exist.

### **Transfers of personal data**

Your personal data may be transferred within the national territory or abroad, to the following categories of receivers and for the purposes identified hereinbelow:

1. Parent companies, subsidiaries or subsidiaries of the Personal Data Controller; with purposes of evaluation and analysis of the profiles of the candidates, centralized



protection of the information for statistical and historical record of candidates of the Personal Data Controller. Consent for the transfer of data,

The transfers of personal data referred to in subsection 1 hereinabove do not require your consent to be made, pursuant to the provisions set forth in article 37 of the LFPD.

In all other cases, your personal data will not be transferred to third parties without your consent, excepting for the provisions set forth in article 37 of the LFPD and in all cases complying with the terms and conditions set forth in article 17 of the Regulation of the LFPD.

### **Exercise of Arco Rights.**

In all those cases that may legally proceed, you will have the right to exercise, at all times, your rights of Access, Rectification, Cancellation and Opposition (ARCO) through the procedures that we have implemented.

The corresponding request must comply with the requirements set forth in the legislation in force, by means of a written request to our Department of Personal Data, to the address indicated in subsection A. The request must contain, and the following shall be attached thereto:

1. Your name and address or any other means to communicate the response to your request
2. Documents proving your identity or, as applicable, the legal representation
3. The clear and precise description of the personal data with respect to which you intend to exercise any of the ARCO Rights



#### 4. Any other element or document that facilitates the location of the personal data

The Personal Data Controller will inform you, within a period no greater than twenty business days as from the date on which the Personal Data Controller received the corresponding request its determination about the determination that has been adopted. If the request is appropriate, it will be effective within the fifteen business days following the date on which the Personal Data Controller communicates its response. In the event that the information provided in your application is incorrect or insufficient, or the documents necessary to prove your identity or the corresponding legal representation were not provided, the Personal Data Controller, within the five business days after the date on which the Personal Data Controller received your request, will require the correction of the deficiencies in order to be able to file and process it. In these cases, you will have a term of ten business days to meet the correction request, counted as from the next day on which you received such request. The corresponding request will be deemed as not filed if you do not respond within the foregoing period.

Alternatively, you may send your request through the address [datospersonales-mx@anglobal.com](mailto:datospersonales-mx@anglobal.com), but complying with all the requirements set forth above, including as Subject of the communication "ARCO Rights and/or Revocation of consent". The terms of the procedure will be the same terms as those set forth in this section. The use of electronic means for the exercise of ARCO rights authorizes the Personal Data Controller to respond to the corresponding request through the same means, unless the title holder clearly and expressly indicates another means.

You can obtain the information or personal data requested through simple copies, electronic documents in conventional formats (Word, PDF, etc.), or through any other legitimate means that guarantees and proved the effective exercise of the requested right.

You will be responsible to keep updated your personal data possessed by the Personal Data Controller. Therefore, you hereby guarantee and respond, in any case, the veracity, accuracy, validity and authenticity of the personal data provided, and you hereby undertake to keep such data updated, communicating any changes to the Personal Data Controller.

#### **Revocation of consent**



As a candidate for a job, you will be able to revoke your consent to the processing of your personal data, without retroactive effect, in all cases in which such revocation does not imply the impossibility of complying with obligations arising from a legal relationship between you and the Personal Data Controller.

The procedure for the revocation of consent, as the case may be, will be the same as the procedure set forth in the above section with respect to the exercise of ARCO rights.

### **Limitations on the use and disclosure of your personal data**

As the case may be, you may also limit the use or disclosure of your personal data at the time of providing your information for a job, or any time thereafter by directing the corresponding request to our Personal Data Department. The requirements to prove your identity, as well as the procedure to process your request will be the same as the procedure set forth for the exercise of ARCO rights.

The Personal Data Controller has the proper means and procedures to ensure the inclusion of some your data in the exclusion lists, prior to an express request for their inclusion. The Personal Data Controller will grant the tittle holders who request such registration with the corresponding registration certificate.

### **Modifications or updates to this Integral Privacy Notice**

The Personal Data Controller may amend, update, extend or otherwise modify the content and scope of this Privacy Notice, at any time and at its full discretion. In such cases, we will post such modifications on the website [www.anglobal.com](http://www.anglobal.com), Section "Privacy Notices".

Any amendment to this Privacy Notice may also be communicated via email, when such means have been set forth as a communication channel between you and the Personal Data Controller, during the validity of a legal relationship.

Date for last update:

May 16, 2018