

PRIVACY NOTICE FOR ELECTRONIC DATA EMPLOYEES AND APPLICANTS PROCESS MEXICO S.A. DE C.V.

In accordance with the provisions of the Federal Law on Protection of Personal Data Held by Private Parties and its Regulations, as well as, in adherence to the provisions on labor matters contained in the Federal Labor Law, it is issued this Privacy Notice in the following terms:

I. RESPONSIBLE FOR PERSONAL DATA.

For the purposes of this Privacy Notice, ELECTRONIC DATA PROCESS MÉXICO, S.A. DE.C.V., (hereinafter "EDPM"), is responsible for the collection, disclosure, storage, use, including action of access, management, use, transfer or disposition of personal data (hereinafter the "Treatment").

For such purposes, EDPM, in its capacity as the person in charge, indicates as the address located at Avenida Paseo de la Reforma 347, 19th floor, Colonia Cuauhtémoc, Alcaldía Cuauhtémoc, C.P. 06500, Mexico City. (Hereinafter the "Domicile").

II. INFORMATION TO COLLECT.

For the purposes of this Privacy Notice, the owner of the personal data is understood to be the employee and/or candidate to employee.

We inform you that EDPM will obtain your personal data through the following ways:

1. **Direct:** When you provide us with your data to apply for employment by any means available for these purposes, or when being an employee, you provide your personal data for the purposes of processes or projects related to the performance of their functions, through their Curriculum Vitae (CV), job application or internet pages belonging to EDPM.
2. **Indirect:** From sources of information available or that are permitted by law or job boards. The information we collect from you may be combined to assist us in recruiting analysis for candidates for employees or for human resources purposes for said candidates for employees or employees of EDPM.

The categories of personal data to be collected and subject to treatment are:

a) Identification and contact data

- Name
- Civil status
- Federal Taxpayer Registry (RFC)
- Unique Population Registry Code (CURP)
- Place of birth
- Birthdate
- Home
- Personal phone
- Cell phone
- Email

b) Labor data

- Position and/or position held or performed

- Work address
- Job references
- Job training

c) Academic data

- Educational trajectory
- Titles
- Professional license
- Certificates
- Recognitions

d) Patrimonial and/or financial data

- Account number
- Salary

We inform you that EDMP will not collect sensitive data, so if necessary, we will request your express and written consent in detail for purposes that correspond to this.

III. PURPOSES TO WHICH THE PROCESSING OF YOUR PERSONAL DATA WILL BE SUBJECTED.

The Treatment of personal data of the owner, unless the owner provides otherwise through the means described in the This Privacy Notice is intended to be used to conduct selection interviews, verify that you have the skills and aptitudes to perform the job according to the requirements of the job profile, carry out socioeconomic studies, request work and personal references, confirmation of the veracity of the data and integration of candidate files for future positions meet legal requirements of authorities national and international competent, analysis of candidates for employees and employees of EDPM. The purposes previously described, gave rise to and are necessary for the legal relationship with EDPM.

The treatment of personal data will be understood as consented when the owner provides them directly and the forms mentioned above and does not state otherwise. The owner has a period of five business days after the date on which your personal data was obtained, so that, if applicable, manifest before the Department of Protection of Personal Data through the email MEXICO_ARCO@hsbc.com.mx, your refusal to treat with respect to the purposes that are not necessary, nor did they give rise to the legal relationship with the person in charge.

IV. OPTIONS AND MEANS THAT EDMP OFFERS PERSONAL DATA HOLDERS TO LIMIT THE USE OR DISCLOSURE OF YOUR PERSONAL DATA.

The personal data of the employee or candidate will be kept strictly confidential, in accordance with the administrative, technical and physical security measures that HSBC Mexico Group implements in its policies and security procedures that allow to protect them against damage, loss, alteration, destruction or the use, access or unauthorized treatment, forcing us not to adopt security measures less than those maintained by the management of your own information.

If you want to know more about the security measures and policies adopted by EDPM for the protection of your personal data you can contact us through the email MEXICO_ARCO@hsbc.com.mx.

V. MEANS FOR THE EXERCISE OF RIGHTS OF THE HOLDER

To protect the personal data, privacy, and trust of the Owners, we offer you the Department of Protection of Personal Data, where the owner of personal data, at any time can limit the use or disclosure of your personal data, as well as deny or revoke the authorization for your treatment, through the exercise of the rights of access, rectification, cancellation or opposition that the Law provides.

For those cases in which the personal data of the Data Owner are available in access sources public or platforms outside the domain of EDMP, whether for issues inherent to the performance of the functions, the type of charge or the relevance thereof, the rights of Access, Rectification, Cancellation or Opposition, must be exercised before those responsible for said sources or platforms.

Regarding the exercise of the right of cancellation and opposition, or to exercise the revocation or denial, the employee or candidate must submit the application by email through the password Mexico_ARCO@hsbc.com.mx.

The Responsible will communicate in writing to the Holder, legal representative or guardian, the response to his request through the medium provided in the same, for this purpose, within a maximum period of twenty business days, counted from the date in which said request was received at the ARCO office. The term may be extended once for an equal period, provided and when so justified by the circumstances of the case.

The response granted by EDMP may provide for the channeling of the Holder's request to another of the instances belonging, specifying which one(s) are intended to meet part or all of the content of your request, in order to respond quickly and completely to the Holder's request, without this implying a refusal or omission to your request, derived from the fact that the respective one is part of the response and is guaranteed to be attended by said instances.

As a measure to provide greater employment opportunities to candidates who participated in processes that did not culminated in hiring, the recruiting areas will be able to keep the information provided.

VI. TRANSFER OF PERSONAL DATA.

We inform you that in order to comply with the purposes expressed above and without prejudice to the exceptions established by the Law, it is necessary that your personal data be transferred and processed by persons other than EDPM, which are expressed below:

- Third parties that carry out psychometric, socioeconomic and integrity studies, with which EDPM has Signed Contracts for its application, as well as confidentiality to maintain the protection and care of your personal information.
- Third parties that carry out psychometric, socioeconomic and integrity studies, with which EDPM has Signed Contracts for its application, as well as confidentiality to maintain the protection and care of your personal information.
- The competent authorities, other financial entities and specialized service providers, for the compliance with legal obligations arising from or related to the contractual relationship between the owner of personal data (employee) and the person responsible, including, without

limitation, obligations regarding supervision, prudential, justice, control and prevention and detection of irregularities or crimes.

In the transfers of Personal Data carried out by EDPM, all security measures and policies are complied with, Likewise, the third party is obliged to comply with the obligations established in this Privacy Notice.

In the event that you do not agree to give your consent for your Personal Data to be transferred In accordance with the Privacy Notice at hand, you must notify EDPM at the email address email MEXICO_ARCO@hsbc.com.mx within a period of no more than 10 (ten) days from the knowledge thereof.

VII. STORAGE OF PERSONAL DATA.

EDPM will keep your Personal Data safe for the time required in accordance with the privacy regulations. form (maximum three years) to be able to comply with legal obligations, the commitments of the services acquired, to answer queries and when required by the laws applicable to the Protection of Personal Data.

VIII. MODIFICATIONS TO THE PRIVACY NOTICE.

Any change to this privacy notice will be informed through any of the following means:

1. Notices on the EDPM Intranet portal
2. Internal communication, through institutional email.

I give my express consent for the treatment and transfer of my Personal Data in accordance with the established in this Privacy Notice.

Name and signature of the owner

Date of last update: Mexico City