

## **PRIVACY NOTICE CANDIDATES**

### **A. Identity.**

The data controller responsible for your information is Grupo Posadas, S.A.B. de CV and its affiliates and / or subsidiaries (collectively, as Posadas), 1015 Prolongación Paseo de la Reforma, 9th Floor, Col. Santa Fe de Cuajimalpa, Alcaldía Cuajimalpa, CP 05348, Mexico City, is a company committed to protecting your privacy. Our Data Protection Officer is the Compliance Area, you can contact him online at the email: [datos.personales@posadas.com](mailto:datos.personales@posadas.com)

### **B. Personal Data**

For the purposes laid out in this Privacy Policy, Posadas may collect personal information in several different ways: when you provide the information to Posadas directly, when you visit Posadas websites, when you use online services offered by Posadas, and when collected by Posadas through other means allowed by the law.

Personal data obtained by Posadas through these means includes:

1. **Identification Data:** Name, Lastname, phone number, marital estatus, email address, gender, age, date of Birth, academic information, and working information.
2. **Location:** Home address.
3. **Authentication:** autograph signature, photography, ID.
4. **Patrimonial Data:** Income and Economic Benefits
5. **Sensitive data:** Psychometric evaluations; socio-labor study and family environment;

### **C. Use of Sensitive Personal Data.**

Sensitive personal data is that personal data which affect the person's most private sphere, or whose undue use may cause discrimination or pose a serious risk to said person. Specifically, sensitive data is that which may disclose aspects such as racial or ethnic origin, present and future health status, genetic information, religious, philosophical and moral beliefs, union membership, political opinions, sexual preferences. They will be used only for purposes of personnel selection.

### **D. Use and Purpose of Personal Data**

When personal data is legally required in order for Posadas to provide a service:

1. The personal information provided to us will be used by Posadas to evaluate your professional and employment profile and abilities for possible employment as a collaborator.
2. It will be used for the purpose of administrative control and records, application of evaluations and communication of vacancies.

When personal data is not required in order for Posadas to provide a service:

3. When you authorize us, your personal information may also be transmitted to third parties in case they are interested in your professional profile and contact you.

### **E. Options to limit the Use or Disclosure of Personal Data**

At any time you may request that your personal information not be used for purposes other than those purposes that are legally required for Posadas to provide you with a service. You must submit this request by email at [datos.personales@posadas.com](mailto:datos.personales@posadas.com).

### **F. Rights of Data Owners**

You are able to exercise your rights of access, rectification, cancellation and objection to the information you provided to Posadas, under Federal Law on Protection of Personal Data Held by Private Parties. You may do so by delivering the request on the following address: 1015 Prolongación Paseo de la Reforma, 9th Floor, Col. Santa Fe de Cuajimalpa, Alcaldía Cuajimalpa, CP 05348, Mexico City or by email at: [datos.personales@posadas.com](mailto:datos.personales@posadas.com).

Any such requests must include at least the following items: (i) The data owner's name and address or other means to notify him of the response to this request; (ii) Documents establishing the identity or, where appropriate, legal representation of the data owner; (iii) A clear and precise description of the personal data with regard to which the data owner seeks to exercise any of the abovementioned rights; (iv) Any other item or document that facilitates locating the personal data. If the request is missing any of these requirements, the Compliance of Personal Data may respond within 5 days of your request and ask that you provide the required information or documents. In this event, you will have 10 days to submit the needed information or documents. If you do not respond with the missing items in that timeframe, no further action will be taken and no changes will be made to your personal data or their usage.

The terms of attention, unless the applicable regulations indicate otherwise, will be a maximum of 20 days from the date the request is received to communicate the determination adopted, so that, if appropriate, make it effective within the 15 days following the issuance of the response. The aforementioned terms may be extended only once for an equal period, as long as the circumstances of the case justify it.

### **G. Of the Revocation of the Consent for the Use of your Personal Data.**

You can revoke the consent you have given us for the processing of your personal data. It is important that you bear in mind that not in all cases Posadas will be able to respond to your request or conclude immediately, since it is possible that due to some legal obligation it is required to continue treating your personal data. Likewise, you should consider that, for certain purposes, the revocation of your consent will imply that we cannot continue to provide the service you requested, or the conclusion of your relationship with Posadas.

To revoke your consent, you must submit your request in writing to the Personal Data Compliance Area at the following address: Av. Prolongación Paseo de la Reforma 1015, Torre A Piso 9, Col. Santa Fe de Cuajimalpa, Cuajimalpa, 05348, Mexico City; from 9a.m. to 2p.m. from Monday to Friday, or to the email [datos.personales@posadas.com](mailto:datos.personales@posadas.com).

The processing of such request and the attention of the same will be carried out in accordance with the provisions of Subsection F, above.

**H. Control and Security of Personal Data**

Posadas agrees to take necessary precautions to protect the data it has collected, utilizing security technologies and procedures to restrict access, use, or disclosure of personal data without consent. For example, the personal data you provide will be stored on computer servers in secure data centers with restricted access.

However, no security system or data transmission devices over which Posadas does not retain absolute control or is dependent on the Internet can be guaranteed to be totally secure.

**I. Use of personal image**

Posadas, during the selection process, may carry out activities using technological means, recording your voice and image, using these elements to assess your profile and recruitment.

**J. Changes to this Privacy Notice**

Posadas may update this privacy notice at any time. In the event that substantial changes are made to our notice, we will notify you via the websites [www.posadas.com](http://www.posadas.com). We also recommend that you visit this statement periodically in order to be aware of any updates.

I consent that my sensitive personal data be processed for the purposes and in accordance with the provisions of this Privacy Notice

Yes  No

I authorize sharing or transmitting the information that I provide them with recruiters or third parties so that if they are interested in my professional profile they contact me.

Yes  No

I agree and accept the terms of Privacy Notice.

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Name, Signature and Date

**Date of last revision: May 25th, 2023.**