

## **PRIVACY NOTICE EMPLOYEES**

### **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:** name(s), lastname(s), telephone number(s), marital status, email address, age, date of birth, nationality, gender, RFC or ID number and occupation. Preferences related to the lodging service and/or travel needs.
2. **Academics:** school level or grade, educational trajectory, degrees, certificates, academic institution and recognitions. **Employment:** occupation, position and place of work, employee number, work address, institutional email, job references, personal references, work history, employment contract, job training, seniority and institutional telephone number
3. **Location:** Home address.
4. **Authentication:** autograph signature, photography, ID.
5. **Patrimonial data:** Banking Account, Income, Economic Benefits, Relationship of economic dependents, and salary.
6. **Sensitive data:** Health status, appeals, lawsuits, contracts, litigation in labor, civil, criminal or administrative matters, and payroll incidents. **Biometrics:** fingerprint and facial recognition. **Special categories:** elderly, disabled, foreigner and vulnerable group.

### **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 employment.

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

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

1. For your hiring, employment relationship and for all the labor benefits that it implies, as well as the task of management, personnel administration and training.

When personal data is no required in order for Posadas to provide a service:

2. The pictures and recordings that we obtain will be used in order to assess the quality of service we provide or for security issues.
3. At the end of employment relationship with Posadas their information will be used for compliance with applicable legal obligations.

### **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 will be able to make recordings or take photographs for security and quality purposes in the service.

**J. Transfers**

Posadas only transfers personal data in the following cases:

1. The established under the Federal Law on Protection of Personal Data held by Private Parties, article 37.
2. In the cases in which another international standard is applied, it will only be transferred in the cases indicated therein.
3. In the cases in which it is necessary to provide them to third party suppliers regarding the services or products that you are hiring.

We inform you that Grupo Posadas, in addition to the transfers that it makes and that do not require your consent, may carry out transfer your personal data, as indicated below:

1. In the cases where you authorize the transfer of your data by physical or electronic means such as "Google Signals".

**K. Period of conservation of personal data.**

Your personal data will be kept as long as the legal relationship with you is maintained, until it is satisfactorily concluded, and you do not exercise your right of deletion or until you revoke your consent. In any case, the period of conservation of personal data will be restricted to the minimum necessary, so that they will only be kept as long as the purpose for which they have been collected is maintained. When its conservation is no longer necessary, Posadas will keep any data that may be necessary during the legally established deadlines to attend to any question related to its treatment or the legal relationship originated with you. After the legal deadlines, the personal data will be deleted adopting the appropriate security measures that guarantee their total destruction.

**L. Changes to this Privacy Notice.**

Posadas may update this privacy notice at any time. In the event that substantial changes occur to this notice, we will communicate it through our internet pages indicated in subsection A of this Privacy Notice. Therefore, we suggest you visit this privacy notice periodically to be aware of any updates.

I acknowledge and accept the terms and conditions established in this Privacy Notice, and otherwise I will communicate it to Posadas in terms of what is indicated in subsections E, F and G. of this Privacy Notice.

In case of any grievance or complaint about the treatment of your personal data, in addition to contacting the responsible party in accordance with this notice, you can contact the National Institute of Transparency, Access Information and Protection of Personal Data in Mexico, or to the competent authority in the event that a regulation different from the Mexican is applied.

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

Yes ☐ No ☐

In case of termination of the employment relationship I authorize you to transmit the information I provide to third parties interested in my professional profile.

Yes ☐ No ☐

Name, signature and date

**Date of last revision: Feb 07th, 2024**