

A&L PRIVACY NOTICE FOR CANDIDATES WHO SEND THEIR CV BY EMAIL

In accordance with the Federal Law on the Protection of Personal Data in Possession of Private Parties, we hereby issue this Privacy Notice with the following terms:

▪ RESPONSIBLE FOR PERSONAL DATA

Pursuant to this Privacy Notice, AROCHI & LINDNER, S.C. (**A&L**), is responsible for the protection and use of your personal data. A&L can be contacted by email at datospersonales@arochilindner.com, or at its office located at Insurgentes Sur 1605, Piso 20, Colonia San José Insurgentes, C.P. 03900, México, D.F.

▪ PRIMARY PURPOSES

Personal information we may need to collect, unless the owner of said data objects to such use as described in this Privacy Notice, shall be used and protected under strict confidentiality by **A&L** and shall be used for the selection and hiring process.

▪ SECONDARY PURPOSES

If you are not hired, you may consent to **A&L** keeping your personal data for the purposes of contacting you in the event a position opens in the future.

I do NOT consent to the use of my personal data for secondary purposes.

▪ PERSONAL DATA

We shall collect personal data for identification, contact, employment, and academic purposes.

▪ RIGHTS TO ACCESS, CORRECTION, CANCELATION AND OPPOSITION (ACCO)

You have the right to know which personal data we have, what purposes we are using it for, and the conditions of use we apply to it (Access). Moreover, you have the right to request correction of your personal data if it is out of date, incorrect or incomplete (Correction); to request that we eliminate it from our records or data bases if you consider that the data is not being used according to the principles, responsibilities and obligations set forth in the guidelines (Cancellation); as well as you have the right to oppose the use of your personal data for specific purposes (Opposition). These rights are known as ACCO rights.

The mechanisms in place for exercising said rights are outlined in the form attached to this Notice. The form can be emailed to datospersonales@arochilindner.com

A&L will get in touch with you at the latest in twenty business days counting from the date it receives the application for Access, Correction, Cancellation and Opposition to inform you of our decision. If we reach a decision to honor your request, we will apply it within fifteen business days following our response.

▪ REVOKING CONSENT FOR USE OF PERSONAL DATA

At any moment in time, you may revoke previously granted consent to use your personal data for the aforementioned secondary purposes, so that we will cease using your personal data. To this end, you must provide us with written notice as provided and attached to this Notice and send it electronically to datospersonales@arochilindner.com.

We will respond to your request no later than twenty business days following receipt of your request and inform you of our decision made regarding your request.

▪ CHANGES TO PRIVACY NOTICE

We reserve the right to change or update this Privacy Notice in accordance with legislative updates, internal policies, or new requirements established for providing or lending our services.

These changes shall be made available by the following means:

- a. Visible notifications at our office.
- b. On our web page www.arochilindner.com under Privacy Notice.
- c. Otherwise, we will send notification to the last email address you have provided us.

▪ MISUSE OF YOUR PERSONAL DATA

If you feel that your right to personal data protection has been violated by any misconduct on the part of A&L, or in terms of any of its actions or responses, you suspect in the handling of your personal data a violation of any of the statutes in the Federal Law on the Protection of Personal Data in Possession of Private Parties may have occurred, you may file a complaint or press charges at the National Institute of Transparency, Information Access and Personal Data Protection (INAI by its Spanish acronym).

▪ LAST UPDATE: April 20, 2016

**FORM FOR EXERCISING RIGHTS OF ACCESS, CORRECTION, CANCELAN AND OPPOSITION
(ACCO) OF PERSONAL DATA**

INFORMATION OF DATA OWNER (APPLICANT)

NAME: _____
(Paternal Last Name) (Maternal Last Name) (Name (s))

Date of birth: _____

Mailing
address: _____

Email (for receipt of response to your request)

Telephone:

Documents verifying you are the owner of the personal data:

- Voter registration
- Power of attorney signed before witnesses and a copy of your IDs or drivers' license, otherwise a public document (in case of acting on the data owner's behalf)
- Passport
- Military service or veterans' records
- Other

Any of these documents may accompany the present application and can be emailed to
datospersonales@arochilindner.com

Which right do you wish to exercise pertaining to your personal data?

- ACCESS
- CORRECTION
- CANCELATION
- OPPOSITION

You provided us your personal data by one or more of the following means:

- A previous collaborative relationship with A&L specify title and dates
- Was or is a provider for A&L, specify product or service provided
- Entered into a contract with A&L, specify date and type of contract
- Participated in an event organized by A&L, specify date and type of event
- Contacted us via the web page www.arochilindner.com, specify reason of contact and date
- Sent your CV via the web page www.arochilindner.com
- Other (specify) provide details of the date and circumstances you provided us personal data that can help us localize it.

If you wish to exercise your right to Access, please indicate the data you wish to access

If you wish to exercise your right to Correction, please indicate the incorrect data you wish to correct:

Incorrect data: _____

Correct data: _____

If you wish to exercise your right to Cancellation, A&L will stop using your data and they will be blocked and deleted from our databases. Please specify the data you wish to cancel

If you wish to exercise your right Opposition, A&L will stop using your data. Please indicate the data you wish for us to stop using

Instructions:

Please fill out this form in the most detailed manner possible and email it to datospersonales@arochilinder.com

It is imperative that this form is accompanied by and emailed as a single file with a copy of the documentation verifying that you are either the owner or the authorized representative acting on behalf of the owner of said data requested, the latter which must provide documentation of his or her power of attorney to act on behalf of the owner of said personal data.

Once the request has been received by A&L, we will respond within 20 (twenty) business days after the receipt of the corresponding application. Once the response has been sent, you will have a 15 (fifteen) day deadline to verify whether your right(s) have been enforced. In the event that you do not agree with the outcome of the response, you may contact the national transparency, information access, and personal data protection institute (INAI) www.inai.org.mx

All data you provide in the form shall be for the exclusive use of response and follow-up to your ACCO rights request.

I declare under penalty of perjury all data indicated in the form to be correct.

Date: _____

Name: _____

Signature: _____