



Notice of Privacy on Protection of Personal Data

In terms of the provisions of the Federal Law on Protection of Personal Data held by Private Parties (hereinafter referred to as "the Act") we ask you to read carefully the terms and conditions contained in this Notice of Privacy, since the mere contribution you make of your personal data either by physical or electronic means, constitutes express acceptance of these Terms and Conditions and therefore expressly authorize us to processing and transfer of personal data under the terms stated below:

Terms and Conditions

1. This Notice concerns the protection of personal data and/or sensitive personal data by which you will legitimate processing, controlled and informed in order to ensure their privacy and their right to informational self-determination.
2. It will be understood as personal and/or sensitive personal data as established in Article 3, Sections V and VI of the Act.
3. The company called Huf Services Mexico S. de R.L. de C.V. (Hereinafter "HUF" pursuant to the provisions of Article 15 of the Law, will be responsible for your personal information be sensitive or not, among which will include: full name, copy of official photo identification (passport, voter registration card, professional license); age; birthdate; copy of birth certificate; address; copy of proof of address (utility bills, telephone or property taxes); released copy of military ID (if applicable); civil status; copy of the marriage certificate (if applicable); nationality; copy of immigration document (if applicable); email; home phone number, work, cell phone number; copy of federal taxpayer registration; One copy of the Unique Code of Population Registration (CURP in Spanish) Social Security number; copy of the identity card of the Mexican Social Security Institute; education certificates or certificates of studies; certificates or academic record of language skills; employee number; employee category and position; salary, earnings and deductions; copy of the employee initial, stops or change of salary report of the Mexican Social Security Institute (IMSS); copy of the record of earnings of last job; photo; personal references; contact data in case of emergency; information relating to beneficiaries or dependents, which may include full name, date of birth and other identifying information, such as copies of birth certificates of dependents; Curriculum vitae; information regarding employee performance; records of previous employment; copy of proof of the AFORE (Administradora de Fondos para el Retiro in Spanish) membership; copy of certificates of mortgage loans (INFONAVIT in Spanish), letters of recommendation, health condition; diseases suffered or suffering; allergies; blood type; results of medical examinations; medical records of treatment of diseases and/or any other documentation or information that relates to the actual employment relationship with HUF or could arise (hereinafter Personal Data). Therefore HUF undertakes to protect your personal data with the highest levels of legal, technological and administrative security. It also undertakes not to sell, rent, share or disclose your Personal Data to third parties for illicit purposes.
4. By completing any of our formats, send by e-mail your Personal Data to Huf employees and/or by physical and/or digital delivery of such information, you accept and authorize HUF



to use and process by automated means your Personal Data and information provided, which will be part of our database in order to use them to: identify, locate yourself, communicate, contact you, send you information related to HUF.

Processing of personal data, including sensitive personal data that we could collect, and unless the holder provides otherwise by using the procedure described in this Notice of Privacy, will be as the following primary purposes: recruitment, selection and if given recruitment of personnel, meet the obligations arising from the employment relationship currently have or could be created with HUF, personnel management; to create employee records; to create employee medical records; payment and payroll administration; payment of benefits, wages and benefits, bonuses, refunds, pensions, insurance and others; insurance contracts; document and control the asset allocation of computing and communications; internal audits; creating work email account; to elaborate HUF processing directory; assign work tools; assign codes and passwords, ensure compliance with confidentiality obligations and other labor obligations; check personal and professional references; contact their families, dependents and/or beneficiaries in case of emergency, studies statistical purposes or internal control, performing preventive medical examinations, provision of advisory services by third parties.

HUF may use your personal data for other purposes, provided that such purposes are compatible and can be considered analogous to the above mentioned.

5. The temporality of processing your Personal Data will be during the time that a contractual relationship with HUF and any previous time in accordance with applicable legislation, may oppose the handling thereof at any time they see it fits under the terms and conditions established by law.
6. Huf will be able to transfer the Personal Data to:
 - a. HUF Affiliates and subsidiaries companies
 - b. Third parties service providers to fulfill legal obligations acquired by HUF or any of the HUF affiliates and subsidiaries companies.
 - c. Third parties research service providers, data analysis, sending of information focused on the needs of the owner of Personal Data, as well as performing other services necessary or required by HUF for the full implementation of its objectives.
 - d. Third parties derivative of a corporate restructuring, including, merger, consolidation, sale, liquidation or transfer of assets.
 - e. Other transmissions stipulated in the aforementioned Law and its regulations.

Third parties and receiving entities of personal data, assume the same obligations and/or responsibilities under HUF described in this Notice of Privacy.

The holder of personal data to submit any request for information or to engage in any kind of legal relationship with HUF expressly agree to the transfer of personal data under the terms described in this Notice of Privacy.



7. HUF reserves the right to modify and/or change this Notice of Privacy at any time. Any changes to this Notice of Privacy , will be informed through any of the following means:
 - a. Notices at HUF address
 - b. Email notices provided by the owner of Personal Data
 - c. Publication issue by Huf
 - d. Any other means of public or private communication is established at the time
8. HUF as responsible for the processing of personal data, is obliged to comply with the principles of legality, consent, information, quality, purpose, loyalty, proportionality and responsibility tutored in the Law; for this reason on the basis of Articles 13 and 14 of the Act, HUF undertakes to make reasonable efforts to limit the period of treatment of personal data, and keep strict confidentiality of your Personal Data.

HUF will implement security, technical, administrative and physical measures necessary to ensure the integrity of their personal data and avoid its damage, loss, alteration, destruction or use, access or unauthorized processing. Only authorized personnel, who has met and observed the appropriate confidentiality requirements, may participate in the processing of their personal data. Authorized personnel is prohibited from allowing access by unauthorized persons and use your Personal Data for purposes other than those set out in this Notice of Privacy . The obligation of confidentiality of those involved in the processing of their personal data remains even after the relationship ended with HUF.

9. In terms of the provisions of Article 22 of the Law, you have the right at any time to exercise your rights of access, rectification, cancellation and opposition to the processing of personal data through application via e-mail to Miriam Méndez mmendez@hufna.com.mx, or in writing at our address located on Lateral Anillo Periférico Ecológico No. 421, San Francisco Ocotlán, CP 72680 Coronango, Puebla, Mexico.

Pursuant to Article 29 of the Law, the application must contain the following information:

- a) Your name and address or other means to communicate the response to your request.
- b) Documents proving your identity or, where appropriate, legal representation of the person making the request under his/her name.
- c) The clear and accurate description of personal data for which disclosure is seeking to exercise any of the rights mentioned in the preceding paragraph, and
- d) Any other item or document that facilitates the location of your Personal Data.

In the event of requesting rectification of personal data, additionally you shall indicate the modifications to be made and provide the necessary official documentation supporting your request.

Please note that, given the negative response to the request for ARCO rights or disagreement with it, you can submit to the appropriate authority, the Request for Protection of Rights in the terms and terms set by Law and its Regulations.



I hereby declare that I have read and understood the contents and scope of this Notice of Privacy and give my consent to the processing of my personal data under the terms of this.

Name: _____

Signature: _____

Date: _____