

# Privacy Notice

## Identity and address

Hand Cloud, S.A. from C.V. domiciled at Av. López Mateos Sur # 1480 Col. Chapalita Oriente, C.P. 45040 Zapopan, Jalisco, Mexico is responsible for the processing of personal data collected in compliance with the Federal Law on Protection of Personal Data Held by Private Parties notifies this Privacy Notice.

In the collection of personal data we follow all the principles established by the law (art. 6): Legality, quality, consent, information, purpose, loyalty, proportionality and responsibility. Hand Cloud, S.A. from C.V. is responsible for the processing of all personal data collected by Hand Cloud, S.A. from C.V. or any of its subsidiaries, who act as managers.

## Personal data submitted to processing

For the provision of our services we can collect (i) personal identification data, address, telephone, email, federal taxpayer registry (RFC), unique population registration key (CURP), (ii) patrimonial, financial, academic data, labor and third parties, (iii) personal and physical characteristics, and (iv) ideological and health data (sensitive).

The information is collected by various means:

- Interviews, paper, telephone and / or electronic media.
- Visits to our websites and / or promotional sites.
- When you use our services.
- From legally available public sources.

## Purposes

Your personal information will be used for the following purposes:

- Recruitment and staff selection.
- Staff Administration
- Management of payroll
- Use of the Job Bank
- Prevention of occupational hazards
- Medical history
- Socio-economic, psychometric and / or medical evaluations.
- Compliance with obligations arising from commercial operations to which you are a party.
- Internal management only and exclusively if there is an employment relationship between the parties.
- Identification purposes for the provision of the services requested or provided.
- Statistical purposes.
- Marketing and distribution of digital advertising.

In no case will any use other than those indicated here be given to any personal data collected, unless there is a change in this Privacy Notice.

## Transfers

The Holder accepts that their data is transferred to third parties, respecting at all times the purposes provided in this Notice and in the following cases:

- When the transfer is foreseen in a Law or Treaty in which Mexico is a party;
- When the transfer is necessary for prevention or medical diagnosis, the provision of health care, medical treatment or the management of health services;
- When the transfer is made to controlling companies, subsidiaries or affiliates under the common control of the person in charge, or to a parent company or any company of the same group of the person responsible for operating under the same internal processes and policies;
- When the transfer is necessary by virtue of a contract concluded or to be concluded in the interest of the holder, by the person in charge and a third party;
- When the transfer is necessary or legally required for the safeguarding of a public interest, or for the procurement or administration of justice;
- When the transfer is necessary for the recognition, exercise or defense of a right in a judicial process, and
- When the transfer is necessary for the maintenance or fulfillment of a legal relationship between the person in charge and the holder.

### **Social networks**

Social networks (such as Facebook, LinkedIn, Instagram and Twitter, among others) constitute a communication and interconnection platform between digital platforms of the different users, they are foreign to Hand Cloud, S.A. from C.V. and, therefore, they are not under their responsibility, the treatment of user data will be governed by the conditions provided in the terms and conditions of the corresponding social network so that access to the privacy policy is recommended and conditions of use. Hand Cloud, S.A. from C.V. may request the following personal data through social networks: name, address, telephone, RFC and email in order to identify you.

### **Use of cookies**

The cookies used on the websites of Hand Cloud, S.A. from C.V. They do not collect personal information from users. The visitor can configure their browser to accept or reject all cookies by default. If you want to disable them, see the help section of your browser.

### **How do we protect Personal Data?**

In compliance with current regulations, once you submit your Personal Data, we declare that these will be kept indefinitely in different secure means that the technology allows.

The Personal Data will be protected in an administrative, technical and physical way to avoid losses, incorrect uses or unauthorized access, publication, modification or destruction of the personal data you have provided us.

### **ARCO rights, limitations and revocation.**

To exercise your ARCO rights, you must contact the email address@handcloud.com.mx in attention to the Department of Administration and Legal at the following address: Av. López Mateos Sur # 1480 Col. Chapalita Oriente, C.P. 45040 Zapopan, Jalisco, Mexico.

You may also, through this means, express your refusal to process and transfer your Personal Data, as well as revoke your consent to the treatment and the limitation to the use or disclosure thereof.

To be accepted, the ARCO application must contain and accompany the provisions of Art. 29 of the Federal Law on Protection of Personal Data Held by Private Parties:

- a) The name of the Holder and address or other means to communicate the response to your request,
- b) The documents that prove the identity or, where appropriate, the legal representation of the Holder,
- c) The clear and precise description of the personal data with respect to which one seeks to exercise any of the aforementioned rights, and
- d) Any other element or document that facilitates the location of personal data.

We will respond to your request which we will inform you through the means of contact you request, within a maximum period of 20 days, from the date on which the request for access, rectification, cancellation or opposition was received, to indicate the determination taken, so that, if appropriate, it will be effective within 15 days of the date on which the response is communicated. The aforementioned terms may be extended only once for an equal period, as long as the circumstances of the case justify it.

The answers to the ARCO Requests will be delivered to the owner of the data or to his legal representative in simple copies or in electronic file according to the type and quantity of documents in each case.

#### **Changes to the Privacy Notice**

Hand Cloud, S.A. de C.V., at any time, may make the necessary modifications to adapt, update, improve or meet new legal provisions, to this Privacy Notice.

Changes or updates to this Privacy Notice will be published on this website, so, for your safety, review the content of this Privacy Notice at regular intervals.