

PRIVACY NOTICE

GLW Asesores en Planificación, S.C., with business address at Montecito No. 38, 25th. Floor, Suites 1 and 2, Col. Nápoles, 03810, México D.F., is responsible for collecting personal information as well as for the use and protection of the same.

1. Your personal information collected either from sources accessible to the public, or by filling in forms that we have drafted, or through any source allowed by law, as well as such information that has been provided directly by you, either verbally, in writing, through either electronic or optical means, or through the use of any other technology, such information will be used solely and exclusively for the purpose of providing the service and for the purpose for which such information was granted to us, that is, to the effect of creating a database which will enable us to put you forth as a candidate to fill any of the vacancies from our clients.
2. For the purposes above mentioned, we need to obtain the following personal information, including but not limited to: name, address, telephone number(s), date of birth, marital status, education, languages, employment trajectory (skills, experience, background, references, etc.), dexterity in handling information tools, contact information, as well as information about earnings and compensations, both monthly and annual, at the moment the information is received. Furthermore, at some point in time we might request data from you, which are, or might turn out to be “sensitive” according to the Federal Law for the Protection of Personal Data in Possession of Individuals, such as nationality, moral and philosophical opinions and/or beliefs.
3. Your personal information will be maintained in strict confidentiality and under the adequate security measures, and the same shall only be used for the purposes stated above, while ensuring that such information is treated in such a way as it is necessary, adequate, and relevant to the purposes set forth in the Privacy Notice, and as they are pertinent, correct, and updated for the purposes for which they were collected.
4. You have the right to access, rectify and cancel your personal data, as well as to oppose the treatment of the same, limit its use or disclosure, and otherwise revoke the permission extended to us for such purpose, through the procedures that we have put in place. To learn about such procedures, requirements and time limits, please contact our Personal Data Department, at (01) (55) 9000-3938 from Monday through Friday from 9:00 to 17:00 hrs.
5. Also, further to the purpose stated in paragraph 1 of this Privacy Notice (which is to propose the candidate to fill some of the job openings from our clients), we inform you that your personal data may be transferred and handled, either inside or outside the

country, by individuals outside this company. In this regard, your information may be shared with some of our clients either inside or outside the country.

6. We reserve the right to make changes or updates to this privacy notice at any time to conform to the latest changes in the law, to internal policies, or to new requirements in connection with the provision of our services.
7. Any changes to this privacy notice can be directly consulted with our Personal Data Department (please see contact information stated in paragraph 4 above), on our internet page, or we can send it to you on request to the last email address you gave us.
8. By signing this document or by granting permission through the accepted legal means, either expressly (including but not limited to it being orally, through either electronic or optical means, or otherwise through any type of technology, or unequivocal signs) or tacitly (that is that once this privacy note has been made available to you, you do not manifest your opposition to it), you declare that you have read this privacy notice and are therefore informed of the terms and conditions stated herein. Consequently, by your signature or your statement indicating your permission through such legally accepted means, you consent to your personal data being used for the purposes and under the terms and conditions herein, holding harmless **GLW Asesores en Planificación, S.C.**, of any responsibility, claim, or complaint filed with the competent authority regarding the authorized use which you are granting through this privacy notice in connection with your personal information.
9. Therefore, should you not be in agreement with (i) the terms and conditions specified herein, (ii) your financial or patrimonial information as well as your personal data, sensitive or otherwise, being treated in accordance to the terms and conditions specified in this privacy notice, or (iii) the same being transferred in the terms set forth herein, please refrain from sending your consent through any legal means, from requesting our services, and from providing any type of personal information to **GLW Asesores en Planificación, S.C.**