

## Employee/Candidate Comprehensive Privacy Notice

### **Data Controller**

AUMA, S.A. DE C.V., AUMA SALTILLO, S.A. DE C.V., AUMA SLP, S.A. DE C.V., AUMA TEC, S.A. DE C.V., BOCAR, S.A. DE C.V., BOCAR, SERVICIOS, S.A. DE C.V., BN OFICINA CORPORATIVA, S.A. DE C.V. FUGRA, S.A. DE C.V., PLASTIC TEC, S.A. DE C.V., (hereinafter “**BOCAR GROUP**”), domiciled at: PROFESORA AURORA REZA 255, LOS REYES, ALCALDÍA COYOACÁN, CIUDAD DE MÉXICO, C.P. 04330, are Responsible for the Processing of the Personal Data of the "Employees," "Candidates for Job Positions," hereinafter the “**OWNERS**,” whereby this Privacy Notice applies to all personal data provided by the latter.

### **Consent.**

By accepting this Privacy Notice, the **OWNERS** grant their express consent for the collection, access, processing, and transfer of their Personal Data by **BOCAR GROUP**.

### **Obtaining and access to Personal Data**

**BOCAR GROUP** may collect your personal data in the following ways: (i) directly; (ii) email; (iii) **BOCAR GROUP** website ([www.bocar.com](http://www.bocar.com)); (iv) **BOCAR GROUP** recruiting page published on our website (<https://career19.sapsf.com/career?company=bocarsadec>); (v) email (vi) **BOCAR GROUP** electronic platforms. In some instances, we obtain your data indirectly through other sources of public access or transfer which are permitted by Law.

### **Personal data that will be processed.**

- I. Identification Data: name, address, telephone number, age, signature, Federal Taxpayer Registry, Unique Population Registry ID, Social Security number, telephone number, email, date and place of birth, nationality, age, immigration ID, passport number.
- II. Work and Education Data: positions, experience, work, family or personal references, academic, work and professional career, title, professional license number, languages.
- III. Data on administrative and legal proceedings.
- IV. Sensitive Data: sex, age, weight, religion, psychometric tests, socioeconomic studies, educational level, employee type/grade, criminal record, allergies, health history, current illnesses, chronic illnesses, height, blood type, gender, ethnic origin, religion.
- V. Financial and Property Data: bank account number, branch, interbank key, banking institution, credit card data, credit information, credit reports, mortgage or bank loans on personal property or real estate.
- VI. Biometric Data: fingerprint, retinal pattern, digital images of the face or full body (for security and video surveillance issues).

### **Purposes of personal data processing**

**BOCAR GROUP** collects your data for:

- Recruitment and selection of unionized and non-unionized personnel.
- Contracting of unionized and non-unionized personnel.
- Payroll and other benefits (IMSS, INFONAVIT, FONACOT, SAT, life insurance, medical and dental expenses, savings fund, savings account).
- Access to Third Party promotions or discounts.
- Travel expenses, reimbursements, and/or advances on travel expenses).
- Execution of employment contracts and any other legal instrument necessary for the employment relationship.
- Judicial and/or extrajudicial collection procedure;
- Required by civil, administrative, criminal authorities of Federal, State, or Municipal jurisdictions.
- Required by applicable laws.
- Compliance with contractual obligations between **BOCAR GROUP** and **OWNERS**.
- Consulting the health status in order to confirm that a person's physical condition is suitable for carrying out the position offered.
- Communicating information about our products, services, and industry newsletters.
- Carrying out quality surveys on service and customer service.
- Conducting promotions and/or contests.
- Controlling, at the exits and entrances, those who enter **BOCAR GROUP** facilities for security and video surveillance reasons, processing of which is part of the security measures adopted within **BOCAR GROUP**.
- Generating reports, indicators, and databases for training, organizational development, statistics, records, registry, registration, assistance, and technical support.
- Biometric authentication for entrance to facilities, electronic systems, and databases.

In accordance with Article Twenty-four, Section IV, of the guidelines published in the Official Gazette of the Federation on January 17, 2013, you are hereby informed that all of the aforementioned purposes are necessary for the existence, maintenance, and fulfillment of our legal relationship.

**Mechanisms, means, and procedures available to exercise ARCO rights.**

You may exercise your rights of access, rectification, cancellation, or opposition of your personal data (ARCO rights) by sending your request to the Compliance Office:

1. In writing to the following address: PROFESORA AURORA REZA 255, LOS REYES, ALCALDÍA COYOACÁN, CIUDAD DE MÉXICO, C.P. 04330; or
2. By email: [privacy.policy@bocar.com](mailto:privacy.policy@bocar.com).

To your request to revoke consent, to assert opposition, or to cease the processing of your Personal Data, you must:

- a. Attach (copy of your official identification (INE, passport, or Professional Certificate), or, if applicable, the documents that accredit your legal representation.
- b. A clear and precise description of the personal data for which you seek to exercise any of the ARCO Rights;
- c. Any document or information that facilitates the location of your personal data;
- d. If requesting a rectification of data, you must also indicate the modifications to be made and provide documentation that supports your request; and
- e. Indication of the place where we can review the originals of the attached documentation and indication of the place and reason for which the original documents are made available to us.

**BOCAR GROUP** may deny your request if you are not the owner of the personal data, your legal representative does not evidence their legal capacity, your personal data is not found in our databases, or the rights of a third party are infringed; there is a legal impediment or the resolution of a competent authority that restricts your ARCO Rights; and when the rectification, cancellation or opposition has been previously made.

Your ARCO Request will be answered by email by the Privacy Officer of BOCAR GROUP within a maximum period of 20 business days from the day your ARCO Request is received. In the event that the ARCO Request is answered affirmatively or is admissible, such changes will be made within a maximum period of 15 business days from the day after the response from the Privacy Officer of BOCAR GROUP is received. The terms referred to in this paragraph may be extended one time for an equal period if necessary.

**Protection of your Personal Data.**

We promise that your personal data, as well as any sensitive data that is collected, will be treated under the administrative, physical, and technical security measures established by the Federal Law on Protection of Personal Data Held by Private Parties and its Implementing Regulations, thus avoiding damage, loss, destruction, theft, misplacement, alteration, and/or unauthorized treatment thereof.

**Cookie policy**

**BOCAR GROUP** uses cookies on its website. Cookies are text files that are stored on your computer's hard drive when you visit some websites. We use Cookies to learn, for example, whether you have visited our website previously or if it is for the first time, and to help us identify features of the website that may be of interest to you.

Cookies can improve your online experience; for example, by showing you your preferences when you visit a particular website. Generally, most browsers are configured to accept Cookies; the help option on the toolbar of most browsers will tell you how to stop accepting new Cookies, how to receive notifications about new Cookies, and how to disable existing Cookies.

You can disable the use of these mechanisms at any time, in accordance with the instructions that each company that owns the browsers (web browser) has implemented to activate and deactivate the aforementioned mechanisms.

The website of **BOCAR GROUP** may use third-party technologies which may contain electronic images known as web beacons, sometimes called single-pixel gifs, which may be used to assist in the delivery of cookies and to count users who have visited the pages and to provide co-branded services.

**BOCAR GROUP** may use third-party web beacons to compile general statistics related to the effectiveness of promotional campaigns or other operations of our sites.

The **BOCAR GROUP** website may include links to third-party websites which, if accessed, may cause you to leave the **BOCAR GROUP** website ([www.bocar.com](http://www.bocar.com)), whereby **BOCAR GROUP** does not assume any liability in relation to these third-party websites and the personal data you provide through such sites will be subject to the policies of the privacy notices, terms and conditions of those third parties, without any liability whatsoever for **BOCAR GROUP**.

**Transfers of personal data within Mexico and abroad**

Your personal data may be transferred and processed inside and outside the country by people other than this company. We share your data with several companies for the purpose of paying payroll and employee benefits; searching in lists of sanctions published by local or foreign authorities, external offices for cases of dispute, litigation, with companies to carry

out socioeconomic studies, companies to carry out psychometric tests, companies for the administration of the savings fund, companies for the management of life insurance, medical expenses, and companies that provide actuarial and/or audit services. Your data is protected by virtue of the fact that our affiliates and subsidiaries, or even our business partners and/or service providers, will operate under our Privacy Notice. Your information will be shared only for the purposes cited in this privacy notice.

**Modifications to the privacy notice**

We reserve the right to make changes or updates to this privacy notice at any time.

These modifications will be available on our website: [www.bocar.com](http://www.bocar.com).

For any complaint or additional information regarding the processing of your personal data or for concerns in relation to the Federal Law on Protection of Personal Data Held by Private Parties or its Implementing Regulations, contact the INAI. For more information visit <https://home.inai.org.mx/>.

**Last update: 16-June-2021.**