

PRIVACY NOTICE PARTNERS

In accordance with the provisions set forth by the **Federal Law on the Protection of Personal Data held by Private Individuals** hereinafter referred to as "the Law", the following Privacy Notice is issued under the following terms:

- **RESPONSIBLE FOR PERSONAL DATA**

For the purposes of this Privacy Notice **NEUROingenia®**, (hereinafter the "**Controller**") with business address at Eugenio Sue # 355, Consultorio 104, Colonia Polanco, C.P. 11560, México, D.F., is the party responsible for the collection, disclosure, storing, use, management and/or disposal of personal and sensitive data collected from its Partners (hereinafter referred to as "**Owners**").

- **PERSONAL DATA COLLECTED**

Personal data collected from the Owners by the Controller include without limitation the following: Name, Address, E-mail, Age, Date of Birth, Gender, Marital Status, Nationality, Profession, Name of the company where he/she has worked, Economic Dependents, Couple's Name, Professional Development Information, Education Level, RFC, CURP, Picture, Social Security Number, Phone Number and Financial Data (mainly wage information), Account Number and Bank.

Your personal data are collected through the following means: job request, personally, by phone, or through e-mail.

- **SENSITIVE DATA COLLECTED**

The Controller, by policy, will not ask for any information that may be considered as sensitive by the Law, such as: Religious Beliefs; Sexual Orientation; Political Ideologies; among others. **NEUROingenia®** supports and fosters diversity, thus, prohibits any discrimination act or the request of information that could cause a discrimination act. In case you provide sensitive information, the Company will manage and safeguard it in accordance with the Law.

- **PURPOSE OF PERSONAL AND SENSITIVE DATA MANAGEMENT**

The data we collect have the purpose of: (i) starting recruitment processes and store data given during the recruitment process for a possible future recruitment, (ii) if the Owner is already a Partner, fulfilling the obligations derived from the collaborative relationship, specifically those corresponding to the Collector for being the leader and coordinator of the service supply, such as fees payment, benefits provision, creation of collaboration and confidentiality agreements, confirmation, modification or scheduling of appointments, prescriptions generation, statistical purposes and for the fulfillment of tax obligations (your

financial data will only be used for the fulfillment of such end); (iii) channeling you to vacancies based on your information and recruitment processes; (iv) asking for employment and education references that validate the information given by you about your experience, skills and knowledge; (v) contacting you via email or phone in order to inform you about the recruitment process and, if needed, to carry out all needed tests for such process, including psychometric evaluations; (vi) in case you do not continue in the recruitment process, channeling you to a different vacancy in case there is one; (vii) as well as informing you about issues related to your collaboration or job request in the Company, and carrying out any needed and/or crucial activity and/or notification derived from the relationship.

Likewise, personal data collected may be managed for the Controller to be able to comply with legal requirements of competent authorities.

- **EXCEPTIONS**

It is worth mentioning that according to the Law, there are some situations in which your consent is not necessary to manage your personal and sensitive data, and because of this, the absence of it or your refusal, as the case may be, does not and will not impede the Controller to manage them (your personal data) under the terms of the Law and other applicable regulations.

- **OPTIONS AND MEANS THE CONTROLLER OFFERS TO OWNERS TO LIMIT THE USE OR DISCLOSURE OF PERSONAL DATA**

Personal data from Owners, will be managed under the most stringent confidentiality, observing administrative, physical and technical security measures the Controller could implement in its internal security policies or procedures thus avoiding the potential illegal data disclosure and limiting data usage to what is established in this Privacy Notice.

- **MEANS TO EXERCISE OWNER'S RIGHTS**

At any time, you or your duly licensed legal representative, may exercise the rights of Access and Rectification whenever you consider they are erroneous or inaccurate, Cancellation in case you consider the data are not correctly managed, and Opposition in case you do not want your data to be managed for specific purposes. The exercise of any of these rights does not impede the exercise of any other, and none of them is a condition for the others.

To exercise your ARCO rights, you should file your request by writing at our business address located in Eugenio Sue # 355, Consultorio 104, Colonia Polanco, C.P. 11560, México, D.F., or e-mail it to our personal data department to datospersonales@neuroingenia.com, addressed to the personal data protection department headed by Regina Ojeda Sánchez Hidalgo and/or Erika Proal Fernández.

Owner

The request should include the following data: (i) Owner's name, (ii) address and e-mail to notify him/her about the answer to the request, (iii) a clear and accurate description of the data over which you are trying to exercise the corresponding right, (iv) the purpose of the request, (v) any element that eases the tracking of data, a copy of an official ID should be attached also, and the document through which the legal representation is validated, when applicable.

The response term to the request will be of 20 working days from the day in which the corresponding request for access, rectification, cancellation and opposition was received. The response will be communicated within the above-mentioned term to the e-mail address given in your request or through a letter sent to the physical address given in the request. Once the notification is received, you will have a term of 15 working days to put it into effect in case of being admissible.

At any moment you will be able to withdraw your consent given to us for the management of your personal and sensitive data, so that we stop using them. For this purpose, you should file a request under the terms mentioned for the exercise of ARCO rights. The procedure to follow will be the same used for the exercise of ARCO rights. In case your request is accepted, **NEUROingenia®** will not use your data anymore.

- **CHANGES TO PRIVACY NOTICE**

Any modification to this Privacy Notice will be informed through the following means:

1. Internal letter
2. Through e-mail personally sent by us.
3. Through announcements visible in the Controller's Human Resource area and/or in the Owner's work area.

Likewise, it is informed through the Owners, that the Privacy Notice may be modified at any moment with the purpose of complying to legal innovations, as well as the modification of internal policies of **NEUROingenia®**.

If the purposes for which your personal and sensitive data is managed are modified, your express or implied consent will be requested again for that particular case, if necessary.

- **OWNER'S CONSENT**

The Owner expresses that (i) this Notice has been informed by the Controller and (ii) he/she has read, understood and agreed the terms expressed through this Notice, therefore, he/she gives consent for the management of personal and sensitive data, signing in accordance with this Privacy Notice using the following data:

Name and signature

Owner's contact data for the purposes of this Notice are:

Address:
Phone number:
E-mail: