

Comprehensive Privacy Notice Format for Candidates, Applicants, and/or Job Seekers

Privacy Notice Candidates, Applicants, and/or Job Seekers Grupo Finaccess, S.A.P.I. de C.V.

Grupo Finaccess, S.A.P.I. de C.V. ("**Finaccess**"), located at Homero 1500, interior 201, Polanco III Section, Zip Code 11540, Miguel Hidalgo, Mexico City, in accordance with the Federal Law on Protection of Personal Data Held by Private Parties (the "**Law**") and the specifications and parameters set forth in its Regulations (the "**Regulations**"), makes available to the public the terms and conditions of this Privacy Notice for the Protection of Personal Data.

DATA CONTROLLER

The entity responsible for receiving, handling, and safeguarding the information is Grupo Finaccess, S.A.P.I. de C.V., located at Homero 1500, interior 201, Polanco III Section, Zip Code 11540, Miguel Hidalgo, Mexico City.

COLLECTED PERSONAL DATA

Finaccess will request and process the following data from potential candidates, applicants, and/or job seekers who provide their personal information through Finaccess's website:

- Full name
- Age
- Curriculum vitae
- Contact details such as email, phone number, address
- Work experience and references
- Education, degrees, and certifications
- Any other information you choose to include in your resume

If candidates, applicants, and/or job seekers provide Finaccess with personal data of third parties (e.g., references), they are obligated to inform such third parties about this Privacy Notice and are fully responsible before Finaccess in case of providing third-party information without fulfilling their duty of notification. Candidates are also responsible for the accuracy and truthfulness of the information provided, while Finaccess commits to processing third-party data solely for the purposes stated in this Privacy Notice.

Personal data perceptible through image formats (photographs or video recordings), as well as those shown in official identifications, will also be protected under this Privacy Notice and the contractual formalities regarding the Protection of Rights entered into in favor of the Data Subject, ensuring proper handling of information in accordance with the stated purposes and the Law and its Regulations.

Sensitive personal data such as current or future health status, illnesses, union affiliation, or religious beliefs will be subject to stricter procedures and enhanced security to ensure the trust and safety of the Data Subject.

PURPOSE OF INFORMATION USE

The primary purposes for which Finaccess will use the collected personal data are:

- Identify the candidate, applicant, and/or job seeker

- Conduct recruitment and selection processes
- Evaluate the candidate for potential hiring
- Execute the individual employment contract
- Provide appropriate attention and treatment
- Create an information file for future reference
- Communicate with the candidate
- Address inquiries, questions, clarifications, or complaints

Data processing will begin once Finaccess accesses the candidate's data and will continue throughout any potential commercial relationship. If no employment or commercial relationship is established, Finaccess will retain the candidate's information in a blocked state for the legally required period of 10 years, and for the duration of any resulting responsibilities. After this period, all information will be deleted.

The legal basis for processing candidate data is the necessity of handling such information for the recruitment process.

Secondary purposes include:

- Informing the candidate about future job openings or selection processes
- Sending information related to Finaccess's professional activities

Regarding the purpose of sending Finaccess-related information, we will only do so with your consent, which you may voluntarily provide below:

☐ I consent to receive information from Finaccess regarding future job openings, selection processes, and professional activities.

CONFIDENTIALITY AND LIMITATIONS

Finaccess guarantees that, based on risk assessment, it will implement all administrative, technical, and physical security measures to protect your information, ensuring strict confidentiality and privacy at all times, in accordance with the Law, its Regulations, and applicable self-regulation parameters. Finaccess will not sell, rent, or transfer personal data of the Data Subject or third-party references, nor share, transmit, or transfer such data without prior consent. You may limit the use of your personal data at any time by submitting a written request to the address listed in the "Inquiries, Questions, and Complaints" section.

TRANSFER OF PERSONAL DATA

Finaccess may transfer your personal data to third parties (individuals or legal entities), as well as to municipal, state, or federal authorities, when such transfer is necessary for:

1. Completion of contractual or service management
2. Legal compliance
3. With the Data Subject's consent, either through this Privacy Notice or other means

These third parties will assume the same obligations and responsibilities regarding your personal data as Finaccess, in accordance with this Privacy Notice and the principles of data protection established in the Law and its Regulations.

Your data may be transferred under the following circumstances:

- To comply with legal obligations before competent authorities
- To third parties assisting in recruitment and selection processes
- To individuals or entities providing training or education
- To companies within the same corporate group

Such parties may not use the information provided by Finaccess for purposes other than those stated in this Privacy Notice. These national and international data transfers will be carried out with appropriate security measures, in accordance with the principles of the Law and its Regulations.

Finaccess will store your personal data for a period of ten years in physical and electronic formats if no employment or commercial relationship is established, to prevent improper use of the data.

☐ I consent to the transfer of my personal data in accordance with this Privacy Notice.

INQUIRIES, QUESTIONS, AND COMPLAINTS

Finaccess's offices are located at Homero 1500, interior 201, Polanco III Section, Zip Code 11540, Mexico City; Phone: (55) 55402311, for inquiries, complaints, and follow-up on the Data Subject's Rights Procedure.

DATA PROTECTION RIGHTS

Your personal data will be processed based on the principles of Lawfulness, Consent, Information, Quality, Purpose, Loyalty, Proportionality, and Responsibility, as per the Law. The confidentiality of your data is guaranteed and protected by administrative, technical, and physical security measures to prevent damage, loss, alteration, destruction, misuse, unauthorized access, or disclosure.

In case of a security breach at any stage of data processing, Finaccess will notify you via the email provided or at your workplace, so you may take appropriate measures to protect your rights.

You may exercise your ARCO Rights (Access, Rectification, Cancellation, and Opposition), as well as revoke your consent at any time, to the extent permitted by law. Finaccess commits to resolving the procedure as stipulated by the Law and its Regulations.

Procedure:

- Request the Consent Revocation and ARCO Rights Form via email at contacto@finaccess.mx
- Submit the completed form along with documents proving your identity and, if applicable, your legal representative's authority
- If the provided data is insufficient or inaccurate, Finaccess will request clarification within three business days. If no response is received, the request will be considered inadmissible
- If the request is valid, Finaccess will respond within 20 business days and provide the requested information within 15 business days after confirming the request's validity
- Information will be delivered electronically to the email provided in the form, free of charge, except for justified shipping or copy costs, which will be communicated in advance

You may exercise the following data protection rights: access, rectification, deletion, limitation, opposition, consent revocation, and portability.

Finaccess offers options for you to decide how your personal data is used. For example, if you do not want your image used for internal communications, you may request to opt out.

Finaccess may not retain your personal data once it has been properly canceled, except in the following cases: labor disputes, suspected criminal activity, applicable regulations, and authority requests. Retention of fiscal/accounting data is required for 5 to 10 years (Federal Tax Code, Article 30), and commercial data for 10 years (Commercial Code, Article 46). After these periods, the data will be deleted.

If all legal avenues with Finaccess have been exhausted without a satisfactory response, you may initiate a Rights Protection Procedure before the competent authority within 20 days of receiving a response or lack thereof, as stipulated by Article 32 of the Law.

UPDATES AND MODIFICATIONS TO THE PRIVACY NOTICE

Finaccess reserves the right to update and modify this Privacy Notice at any time. All changes will be visibly posted at Finaccess's offices listed in the "Inquiries, Questions, and Complaints" section. If substantial changes are made to the processing of your personal data, you will be notified via email. Any changes will take effect 30 calendar days after publication. If you disagree with the changes, please contact us using the information provided.

Date: _____ of _____, _____

Name and Signature of the candidate, applicant, and/or job seeker

I hereby give my consent for the processing and transfer of my Personal, Financial, Asset-related, and Sensitive Data in accordance with this Privacy Notice.

Last update: September 26, 2025