

Full Privacy Notice Format for candidates, applicants and/or solicitors

Privacy Notice Potential candidates , applicants and/or solicitors Finaccess Group, SAPI de CV

Grupo Finaccess, SAPI . de CV (" Finaccess "), with address at Homero 1500, interior 201, Polanco III section, CP 11540, Miguel Hidalgo, Mexico City, in accordance with the Federal Law on the Protection of Personal Data Held by Individuals (the " Law ") makes available to the public the terms and conditions of the Privacy Notice for the Protection of Personal Data (Privacy Notice).

RESPONSIBLE FOR PERSONAL DATA

The entity responsible for receiving, handling, and safeguarding the information will be Grupo Finaccess, SAPI de CV, located at Homero 1500, Suite 201, Polanco III Section, CP 11540, Miguel Hidalgo, Mexico City, Mexico

PERSONAL DATA COLLECTED

Finaccess will request and process the following data from potential candidates, applicants and/or applicants who provide their personal information through the Finaccess website: Full Name, Age, curriculum vitae, contact information such as email, telephone, address, work experience and references, education, degrees and certifications, any other information that you decide to include in your resume.

If prospective candidates, applicants, and/or applicants provide Finaccess with personal data of third parties, such as references or other information, they are obligated to inform those third parties of this Privacy Notice. They are fully liable to Finaccess if they provide third-party information without fulfilling their duty to inform them. Furthermore, prospective candidates, applicants, and/or applicants are responsible for the accuracy and truthfulness of the information provided, while Finaccess It undertakes to process Third Party information only for the purposes expressed in the following point of this Privacy Notice.

Personal Data perceptible through Image Format of People, whether by photographic capture or video recording, which constitutes biometric data (image data) in terms of the Law, as well as that contained in official identification documents, will also be protected by this Privacy Notice, in addition to the contractual formalities on Protection of Rights that have been entered into in favor of the Owner of the Personal Data generated by Finaccess and that protect the personal rights of each individual with the proper handling of the information in accordance with the parameters of the Purpose, indicated in this Privacy Notice as well as the provisions of the Law .

The handling of sensitive personal data such as current or future health status, illnesses, union affiliation, or religious beliefs will be subject to a strict and more secure procedure in order to guarantee the trust and security of the data subject.

PURPOSE IN THE USE OF INFORMATION

The personal data requested by Finaccess will have the following main purposes:

- a) Identify the potential candidate, applicant and/or requester.
- b) Carry out the recruitment and selection process
- c) Analyze the potential candidate, applicant and/or applicant to be hired
- d) Celebration of the individual employment contract.
- e) Provide proper attention and treatment to the potential candidate, applicant and/or requester.
- f) Integration of the Information File of the potential candidate, applicant and/or applicant for future consultations and background information
- g) For the purpose of communicating with the potential candidate, applicant and/or requester.
- h) Handling inquiries, doubts, clarifications or complaints;

The purposes mentioned are strictly necessary for the employment or pre-contractual relationship, and therefore do not require the consent of the data subject.

The processing of personal data will begin when Finaccess accesses the data of the potential candidate, applicant, and/or requester, and will be maintained for the duration of any business relationship that may be established, as this data is necessary. However, if for any reason a business/employment relationship does not materialize, Finaccess will keep the information about the Employee blocked for a period of one year and for as long as Finaccess remains liable as a result of the collaboration. After this period, all information will be deleted.

The legal basis for processing the data of the potential candidate, applicant and/or applicant is the need to process the information because it is necessary for the development of the selection process.

It will also have the following secondary purpose:

- a) Keep the potential candidate, applicant and/or requester informed about future vacancies or selection processes.
- b) Send information related to Finaccess's professional activities.

Regarding the purpose of sending information from Finaccess, we will only do so with your consent, which serves as the legal basis for processing your data. You can voluntarily provide this consent below:

- I consent to receive information from Finaccess related to future vacancies or selection processes as well as Finaccess's professional activities.

CONFIDENTIALITY AND LIMITATIONS

Finaccess guarantees that, according to the risks involved, it will implement all necessary administrative, technical, and physical security measures to protect your information, ensuring strict confidentiality and privacy at all times, in accordance with the Law, the Self-Regulation Guidelines issued by the responsible authority, and other applicable regulations. Furthermore, Finaccess informs you that under no circumstances will it sell, rent, or transfer information related to the personal data of the Data Subject or any Third Party used as a reference; nor will it share, transmit, or transfer such data without your consent. You may at any time limit the use of the personal data provided by submitting a written request to the offices indicated in the Customer Service, Questions, and Complaints section.

TRANSFER OF PERSONAL DATA

Finaccess may transfer your personal data to third parties, whether individuals or legal entities, as well as to municipal, state, or federal authorities or entities, when such transfer is necessary for (1) the completion of the contractual management or services offered by this Company, (2) when required by law, or (3) when the Data Subject has given their consent, either in this privacy notice or in any other way. We also inform you that such third parties assume the same obligations and responsibilities regarding your personal data as Finaccess, in accordance with this Privacy Notice and the principles of personal data protection established by law. We further inform you that your data may also be transferred when requested by any authority for any reason, in accordance with applicable regulations.

Your personal data may be transferred in accordance with the following

- a) To comply with competent authorities when required by applicable legislation;
- b) Third parties that support recruitment and selection processes;
- c) With individuals and/or legal entities that provide training and/or instruction courses;
- d) With companies from the same corporate group.

The transfers referred to in subsections a) and b) do not require consent under the terms of the Law.

For transfers to data processors (suppliers providing services to the data controller), contracts are signed with security measures and prohibitions on further use. For transfers to third parties, they will be informed and, where appropriate, their consent will be requested.

The transfers indicated in sections c) and d) require your authorization, so we will only carry them out with your consent, which serves as the legal basis for the processing. You can voluntarily provide this consent below:

- I consent to my data being transferred by Finaccess.

Therefore, these individuals may not use the information provided by Finaccess in any way other than as established in this Privacy Notice. These national and international transfers of Personal Data will be carried out with all appropriate security measures, in accordance with the principles contained in the Federal Law on the Protection of Personal Data Held by Private Parties, as well as the Privacy Notice Guidelines (hereinafter collectively referred to as "the Legislation").

In compliance with the law, Finaccess will store your Personal Data for a period of ten years in both physical and electronic formats, in the event that, for any reason, a business/employment relationship is terminated. This is to prevent the misuse of your data, in accordance with applicable law.

- I consent to my personal data being transferred in accordance with this Privacy Notice.

ATTENTION, QUESTIONS AND COMPLAINTS

Finaccess has its offices located at Homero 1500, interior 201, Polanco III section, CP 11540, Mexico City, Mexico; Telephone (55) 55402311 for handling questions or complaints, as well as for following up on the Rights Procedure in favor of the Owner of Personal Data.

DATA PROTECTION RIGHTS

Your Personal Data will be processed in accordance with the principles of Lawfulness, Consent, Information, Quality, Purpose, Loyalty, Proportionality, and Accountability, as established by law. The confidentiality of your Personal Data is guaranteed, and it is protected by administrative, technical, and physical security measures to prevent damage, loss, alteration, destruction, misuse, unauthorized access, or disclosure.

In the event of a security breach at any stage of the processing of your Personal Data, Finaccess, through the Data Controller, will inform you via the email address that Finaccess has provided, or, if applicable, at the facilities where you carry out your work activities, so that you can take the appropriate measures to safeguard your rights.

The Data Subject, either personally or through a duly authorized Legal Representative, may initiate the ARCO Rights Procedure to demand proper handling of their Personal Data, as well as request the cessation of the use of their information. They also have the right to revoke, at any time, the consent granted for the processing of their personal data, to the extent permitted by law. Finaccess, as the responsible company, undertakes to carry out the procedure in accordance with the provisions of the Law. This procedure is simple and free of charge, and is as follows:

1. You must request the Consent Revocation and ARCO Rights Exercise Form by email to contacto@finaccess.mx. You must send it to us, duly completed, and accompanied by documents that prove your identity and, if applicable, the legal representative's authority.

- a. If the information you have provided is insufficient to locate the information you are requesting, or if it is inaccurate or incorrect, we will require you to supplement or clarify it within three business days. If we do not receive a response, or if the information is incorrect or unclear, the request will be considered inadmissible.
 - b. If the request is deemed valid, our response time will be twenty business days from the date of receipt of your request, and the deadline for sending the required information will be effective within fifteen business days following the date on which the validity of this request is communicated.
2. The information will be delivered electronically to the email address you provide in the Form, free of charge. We may only charge for justified shipping costs or those derived from issuing copies and/or other formats, which will be communicated to you in advance.

This means that employees will be able to exercise the following data protection rights: right of access, rectification, erasure, limitation, objection, revocation of consent and portability.

The ARCO Rights Procedure is explained, free of charge and in a straightforward manner, at the address indicated, which the Rights Holder may request, either in person or electronically, provided they properly identify themselves. The responsible party will communicate the status of your request within 20 business days (extendable by 10 days when justified). If the request is granted, it will be processed within 15 business days. In case of insufficient information, you will be notified within 5 business days and will have 10 business days to address the deficiencies.

Finaccess offers the data subject the possibility of making decisions about how we use their personal data; they may limit the use or disclosure, please contact us through the data referred to in the Attention, Questions and Complaints section.

Finaccess may not, under any contractual circumstances, retain the information of the Personal Data Holder when it has been duly cancelled with the procedure provided, except for the following reasons: Labor Disagreements, Criminal Presumption, Applicable Regulations and Request from the Authority.

Regarding the above, Finaccess will be responsible, in accordance with legal specifications, for retaining the information, duly blocked and subsequently deleted ; for tax/accounting information, for 5 to 10 years as provided in Article 30 of the Federal Tax Code, and for commercial information, for 10 years as provided in Article 46 of the Commercial Code. Once this period has expired, the information will be deleted .

To effectively exercise your rights, please contact us using the information provided in the Customer Service, Questions, and Complaints section .

Finaccess informs you that if you have exhausted all legal avenues with Finaccess regarding your Personal Data and have not received a satisfactory response, you may file a complaint with the Secretariat of Anti-Corruption and Good Governance (SABG), the competent authority for the protection of personal data held by private entities, through the official channels provided by said authority.

UPDATE AND MODIFICATION OF THE PRIVACY NOTICE

Finaccess reserves the right to update and modify this Privacy Notice at any time. All modifications to the Privacy Notice will be prominently displayed at the Finaccess offices described in the Customer Service and Complaints section. If the Company makes any substantial changes to the processing of your personal data, we will notify you via email. Any changes to our Privacy Notice will take effect 30 calendar days after the new notice is published. If you do not agree with the modifications, please contact us using the information provided in the Customer Service and Complaints section.

Name and Signature of the potential candidate, applicant and/or applicant

Date: ____ of ____ of ____.

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

Last updated: November 26, 2025.