

CONFIDENTIALITY NOTICE

According to what is stipulated on the Federal Law of Personal Data Protection in possession of Particulars (form now on as “The Law”), we ask you to carefully read through the Terms & Conditions contained in this document as your contribution to willingly provide your personal and/or sensible information constitutes your acceptance to the following Terms & Conditions:

- a) ATABAY CONSULTING S.C. will be responsible for your personal information;
- b) ATABAY CONSULTING S.C.’s address is Paseo de las Palmas 820 Int. 602, Lomas de Chapultepec, 11000 México, Distrito Federal.
- c) The “Personal & Sensible Information” Concepts are defined according to what is established in the article 3 of The Law;
- d) That Personal & Sensible Information provided to ATABAY CONSULTING S.C. will be included but not limited to: Communicate, identify, contact, and send information, as well as its share to third parties in relation with your professional experience through every way permitted by The Law; The information provided in your resume, which is uploaded into our data base “Searcher”, includes: full name; personal address; current or last employment’s address; personal / home phone number & mobile; current or last employment’s phone number; personal e-mail; current or last employment’s e-mail; academic and employment background; current or last compensation package (in case of unemployment). This Personal Information is used with the solely purpose of: 1. Comparison of the information, within our data base, with the position’s profile requested by our clients, in order to carry out our processes of identification as well as candidate selection. 2. Preparation of the confidential report to be reviewed by our clients. This report will allow them to verify whether the candidate’s information matches the profile they are looking to fill. 3. Send the information provided by the candidate to specialized companies for data & background verification. 4. Contact the people and/or academic, and/or professional, and/or civil, and/or commercial institutions, and/or from any other nature, provided by the candidate, in order to request references on his/her labor performance from his/her previous employments. 5. Transfer the information of his/her resume to our foreign subsidiaries / affiliates in looking for a profile with his/her professional experience.
- e) Temporality handling of your Personal and/or Sensible Information will be defined from the date in which you provide it to **ATABAY CONSULTING S.C.** You can always object, at any moment you consider it appropriate, through advising it to the responsible of your opposition.
- f) Once you provide **ATABAY CONSULTING S.C.** your Personal and/or Sensible Information, we manifest that it will be stored in different & safe means that technology can provide and which access will be limited solely to an individual and/or company with which the Responsible has a legal connection. ATABAY CONSULTING S.C. will cover all the safety measures that it consider will suffice in order to protect the use of your Personal and/or Sensible Information by unauthorized third parties. In case of any authority requirement, your Personal and/or Sensible Information can be at their disposal strictly in observance of The Law.
- g) The handling of your Personal and/or Sensible Information, under the Responsible’s disposal and under any form or circumstance, could be used by the Responsible in conformity with the present Terms & Conditions, therefore from this moment on it is understood that you expressly authorize the Responsible to that effect, until you state otherwise through any means indicated by The Law. On the other hand, we hereby make known to you that your information could be transferred to entities of the same group of the company’s interests, national or foreign, with the general purpose to comply with the objectives for which you have provided it.
- h) You will have, at any moment, access to your Personal & Sensible Information, either to request an amendment, cancellation or opposition in conformity to The Law, in written or electronic means, addressing your message to ATABAY CONSULTING S.C. to the address previously stated or to the

contacto@atabay.com.mx e-mail to carry out all the expressed above, you must let us thoroughly know the Personal & Sensible Information you wish to be corrected, cancelled or revised.

i) Given the case that the Responsible requires to use your Personal and/or Sensible Information for different purposes than the ones stipulated in this Confidentiality Notice, he/she will contact you either through written, phone, electronic or any optical, visual or other technology means now or in the future, and will explain to you the new ways in which he/she pretends to give said given Information for your approval.

j) In the case of Sensitive Information, you must provide the Responsible your express and written consent for its treatment, through your original written signature, electronic signature, or any other authentication mechanism established.

k) By providing your Information, you express not to be registered in the Consumer Public Registry stating refusal to have any ways of commercial communication with any goods and services providers. Important notice: Any modification to this Confidentiality Notice can be consulted at:

<http://www.atabay.com.mx/pdfs/privacy.pdf>