

SIF ICAP, S.A. DE C.V., with address at Paseo de la Reforma No. 255, Piso 7, Col. Cuauhtemoc, C.P. 06500, is responsible for your personal data usage and protection, under the Federal Law on the Protection of Personal Data held by Private Individuals (The Law) and its guidelines (hereinafter jointly as the regulations), in regards of which we inform you the following:

The personal data that we collect from you will be used for the purposes listed below:

1. Knowledge and verification of your identity as a client or prospect of SIF ICAP.
2. Fulfillment of all our contractual and legal obligations.
3. Attention to legal or authority requirements.
4. Databases and administrative file of internal control elaboration.

Additionally, we might use your personal data for the purposes that **may not necessary** for the requested service, but that will allow and facilitate to provide you with better attention:

1. Make statistics.
2. Carry out quality and satisfaction surveys.
3. Promotional and commercial prospecting purposes in relation to our services and the products and services of our business partners.

In case you do not want your personal data to be processed for these additional purposes, you can express such refusal through a written notification to our "Personal Data Processing Department", in accordance with the mechanism detailed in this privacy notice.

The refusal to use your personal data for these purposes may not be a reason for us to deny the services and products that you request or contract with us.

To carry out the described purposes in this privacy notice, we will use your personal identification and contact information: Full name, telephone, address and private email.

Likewise, we inform that we will not process sensitive data.

You have the right to know which personal data we hold about you, what we use it for and the usage conditions we apply thereto. Likewise, it is your right to request your personal data correction if outdated, inaccurate or incomplete; the removal from our records or databases when your consider it is not being used in accordance with the principles, duties and obligations provided in the regulations; as well as to oppose to the use of your personal data for specific purposes (hereinafter all these rights will be jointly referred to as ARCO rights).

To exercise any of the ARCO rights, you must send a written notification to the "Personal Data Processing Department" indicating the reason for the request and the specific ARCO right you intend to exercise, your full name, the means by which you shared your personal data with SIF ICAP, attaching a copy of an official identification which includes your photograph, the approximate date of the disclosure of personal data and the purpose for which it was shared. Likewise, you must let us know your address to receive notifications. Within the period set forth in the regulation, you shall receive a response from our "Personal Data Processing Department" regarding the viability of your request, as well as the mechanisms that SIF ICAP has used or will use, to attend the exercise of your right. For any questions about the processing of your data or

about the procedure to exercising your ARCO rights, we would appreciate you contacting our “Personal Data Processing Department

In case you intend to exercise your ARCO rights through a legal representative, you must also include a power of attorney ratified before a public notary.

You have the right to revoke the consent you have given for the processing of your personal data. However, it is relevant that you consider that we will not be able to immediately terminate the use of your personal data, in cases where, due to any legal obligation, we require to continue with the processing of your personal data. Likewise, you must consider that the revocation of your consent will imply that SIF ICAP shall be unable to carry out certain purposes or the provision of the service requested by you.

For the revocation of your consent, you must send a written notification to the “Personal Data Processing Department” indicating the reason for the request and the specific ARCO right you intend to exercise, your full name, the means by which you shared your personal data with SIF ICAP, attaching a copy of an official identification which includes your photograph, the approximate date of the disclosure of personal data and the purpose for which it was shared. Likewise, you must let us know your address to receive notifications. Within the period set forth in the regulation, you shall receive a response from our “Personal Data Processing Department” regarding the viability of your request, as well as the mechanisms that SIF ICAP has used or will use, to attend the exercise of your right.

On the other hand, you can limit your personal data use, in order to do so, you must send a written notification to the “Personal Data Processing Department” indicating that you request to be included in THE SIF ICAP CLIENTS OR PROSPECTS EXCLUSION LIST, so that your personal data will not be processed for marketing, commercial prospecting or advertising purposes. Likewise, you must indicate your full name, the means by which you shared your personal data with SIF ICAP by sending a copy of an official identification which includes your photograph, the approximate date of the disclosure of personal data and the purpose for which it was shared. Likewise, you must let us know your notification receiving address.

This privacy notice may undergo modifications, changes or updates, derived either from new legal requirements, or from the needs of SIF ICAP, from our privacy policies and practices or from our business model. SIF ICAP shall inform you about changes to our privacy notice through our “Personal Data Processing Department”, with address at Paseo de la Reforma, No 255, Piso 7, Col. Cuauhtemoc, C.P. 06500, telephone (55) 5128-2021, email: contactanos@sif.com.mx or at our website.

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The personal data that we collect from you will be used for the purposes listed below:

1. Evaluation and validation of the candidate profile.
2. Verification of references and professional background.
3. Knowledge and verification of your identify as a candidate and, in its case, as an employee of SIF ICAP SERVICIOS.
4. Training and implementation of our personnel management processes.
5. Legal obligations compliance.
6. Attention to legal or authority requirements.

Additionally, we might use your personal data for the purposes that **may not be necessary** for our pre-laboral relationship, but that will allow and facilitate to provide you with better attention:

1. Create statistical reports on the level of satisfaction of our candidates.
2. For marketing and advertising purposes.

In case you do not want your personal data to be processed for these additional purposes, you can express such refusal through a written notification to our “Personal Data Processing Department”, in accordance with the mechanism detailed in this privacy notice.

The refusal to use your personal data for these purposes may not be a reason for us to deny your participation in our recruitment process and, in its case, selection.

To carry out the described purposes in this privacy notice, we will use your personal identification and contact information: Full name, age, photograph, RFC, CURP, gender, telephone, address, private email, academic and professional background.

You have the right to know which personal data we hold about you, what we use it for and the usage conditions we apply thereto. Likewise, it is your right to request your personal data correction if outdated, inaccurate or incomplete; the removal from our records or databases when you consider it is not being used in accordance with the principles, duties and obligations provided in the regulations; as well as to oppose to the use of your personal data for specific purposes (hereinafter all these rights will be jointly referred to as ARCO rights).

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your data or about the procedure to exercising your ARCO rights, we would appreciate you contacting our “Personal Data Processing Department” with address at Paseo de la Reforma No. 255, Piso 7, Col. Cuauhtémoc, C.P. 06500, telephone (55) 51-28-2021, email: contactanos@sif.com.mx

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