

I. IDENTITY AND ADDRESS OF THE PERSON RESPONSIBLE FOR THE PROCESSING OF YOUR PERSONAL DATA.

In Mexico:

EVANSTON WICKER IBEROAMERICA , S.A. de C.V. (EW) with address at Guillermo González Camarena 1600, piso 4A-63 , Santa Fe, Alvaro Obregón 01210 in Mexico City , Mexico is responsible for the use, protection and safeguarding of your personal data to avoid damage, loss, destruction, theft, loss, alteration, as well as unauthorized processing.

In the collection and processing of the personal data that you provide to us in Mexico , we comply with all the principles established by the Federal Law on Protection of Personal Data Held by Private Parties (the Law) , its Regulations and other applicable provisions, likewise, it complies with the principles of legality, quality, consent, information, purpose, loyalty, proportionality and responsibility.

EW makes this comprehensive privacy notice available to you so that you can exercise your rights of information self-determination, privacy and protection of personal data.

This privacy notice sets forth the scope and general conditions of the treatment of your personal data, so that you are able to make an informed decision regarding the use of your personal data and the disposition thereof.

II. PERSONAL DATA SUBJECT TO PROCESSING.

EW collects the following personal data from you:

- 1. Full name
- 2. Company that you represent or on whose behalf you are contacting us.
- 3. Area of responsibility in the company that you represent
- 4. Email
- 5. Telephone
- 6. Location (City & Country)
- 7. Date of birth as validation since EW does not collect personal data from minors.

EW does not collect personal sensitive data.

III. PURPOSES OF THE PROCESSING.

Necessary purposes.

We collect the information collected for the following necessary purposes :

- (i) attend to your request to contract the services offered by EW,
- (ii) follow up on the negotiation and signing of any contract with EW to search for executive talent,
- (iii) exchange information on possible candidates to fill the positions, positions and / or positions required by the company for which you provide your services,
- (iv) delivery of reports related to the selection of candidates,
- (v) generate statistical and / or market research reports;
- (vi) or the purposes of advertising, marketing promotion, or services that EW and / or any of its affiliates, controllers or subsidiaries commercialize,
- (vii) to attend and answer your doubts, concerns or questions regarding our services, and
- (viii) to comply with the obligations contracted in the service provision contracts it enters into, as well as with the applicable legislation, including any requirement from federal, state, local or municipal authorities.

Unnecessary Purposes.

EW will not use your personal data for purposes that are not necessary.

EW obtains your data directly from the information that you provide to us when requesting our services, whether by electronic, optical, sound, visual means, or through any other technology, by mail, internet, telephone or others, as well as, or in our offices, by creating a profile, completing evaluations or surveys, participating in courses and trainings. In the event that you provide to us with third-party information, you declare that you have the authorization to provide it and allow us to use the data provided in the terms of this privacy notice.

EW may also obtain your personal data from third parties who request our services, from sources with public access, or other transfers and in these cases we will provide our privacy notice on the first contact we have with the owner of the data.

Likewise, in the event that EW has obtained your data indirectly we hereby inform you that you may express your refusal to authorize the processing of your personal data for any purpose that is not necessary, or that did not give rise to the legal relationship with EW within five (5) business days after receiving this Privacy Notice.

In case you do not agree with the processing of your personal data, these will be placed on an Exclusion List, in which only individuals authorized by EW will have access to your personal data. If you require more information, you can request it by sending an email to the following address: datos.personales@evanston-wicker.com

In the event that EW decides to use your personal data for any purpose other than those consented to herein, we will make a new privacy notice available to you indicating the purposes and characteristics of the new data processing.

IV. TRANSFERS.

EW transfers your personal data to:

- Third parties who provide consulting services, analysis of candidates and data evaluation background, web hosting, information technology, coaching services, administrative services, accounting, legal, security and facilitation of business simulation services for individuals and groups.
- EW may transfer your personal data to subsidiaries, affiliates, controlled or controllers of EW for the necessary purposes; and
- To federal and local authorities, in compliance with the obligations set forth in applicable laws and in compliance with requirements by such authorities.

All the third parties to whom EW communicates your personal data have received a copy of the terms and conditions of this Privacy Notice and have agreed with EW to use your personal data exclusively in accordance with the same and with strict compliance to all applicable legal provisions.

V. ARCO RIGHTS.

Concerning the protection of your personal data, you can exercise your rights known as "ARCO" in accordance with the following:

Access: You can request information about your personal data used by EW, same that will be sent by email in a PDF format, or by mail with copies of your data.

Rectification: You can request that any of your personal data be corrected, in the event that we have registered them in an inaccurate, incomplete, erroneous, or mistaken manner or they are not updated.

Cancellation: You may request that we cancel, delete or unsubscribe your data when you consider that we are not using them in accordance with the applicable privacy provisions, as long as there is a cause that justifies such action and you have no contractual or legal relationship with EW, or outstanding obligation pending compliance.

Opposition: In case you decide to oppose to the use of your personal data for specific purposes.

Likewise, we hereby inform you that you can revoke the consent for the processing of your personal data at any time using the procedure indicated below, so that we stop using them. However, you should consider that sometimes we cannot respond to your request immediately if there are pending obligations arising from any contract executed with EW.

At any time you can contact EW in case you want to restrict the use or disclosure of your personal data to stop receiving information regarding possible candidates or the services provided by EW, by sending your request to the "Data Privacy" area, through the email account datos.personales@evanston-wicker.com

You can limit the use and disclosure of your personal data by requesting your registration at the Public Registry to Avoid Advertising of the Federal Consumer Protection Agency ("PROFECO"), so that your personal data is not used to receive advertising or promotions from third parties. For more information, you can visit the PROFECO website or contact them directly.

As the owner of personal data, you can exercise the ARCO Rights (Access, Rectification, Cancellation and Opposition to the processing of your personal data), or revoke the consent that you have granted to EW , for the processing of your personal data, sending your request, directly to the "Data Privacy" area through the email account datos.personales@evanston-wicker.com or, requesting it in writing, to the address located at: Guillermo González Camarena 1600, floor 4A-63, Santa Fe, Alvaro Obregón 01210 , in Mexico City, Mexico. Said request must contain at least: (a) name and address or other means to communicate the response to your request; (b) the documents that prove your identity (credentials to vote, passport or military card)or, where appropriate, legal representation (in addition to the documents that prove the identity of the holder, power of attorney or special power of attorney and documents that prove the representative's identity); (c) the clear and precise description of the personal data with respect to which you request to exercise any of the ARCO Rights, (d) the express manifestation to revoke your consent to the processing of your personal data and therefore, so that they are not used; and (e) any other element that facilitates the location of personal data.

Once your request is submitted in the pre-established format, the "Data Privacy" area will inform you, in accordance with article 32 of the Federal Law on Protection of Personal Data Held by Private Parties, the result of your request.

The revocation and exercise of the ARCO Rights will be free of charge, as well as the reproduction in simple copy, or the delivery by email.

EW will communicate to the owner within a maximum period of twenty (20) days from the date on which the ARCO request was received, the determination adopted so that if it is appropriate, it becomes effective within fifteen (15) days after the date on which the answer is communicated. These terms may be extended once for an equal period, as long as the circumstances of the case justify it.

VI. Use of cookies or similar technologies.

On our Website we use "Cookies" and other technologies that allow us to monitor your behavior, provide you with a better service and experience when browsing our page, and offer you new products based on your preferences.

Cookies are small data files that are stored on the hard drive of your computer equipment or the electronic communication device that you use when browsing our Site. These data files allow the exchange of status information between our Website and the browser you use. The "status information" may reveal means of session identification, authentication means or your preferences as a user, as well as any other data stored by the browser regarding the Website.

Cookies allow us to monitor the behavior of an online user. We use the information that is obtained through cookies to help us optimize your experience. Through the use of cookies we can, for example, personalize our home page in your favor so that our screens are displayed in a better way according to your browser type. Cookies also allow us to offer you personalized recommendations regarding products and emails.

Like most websites, our servers record your IP address, the URL from which you accessed our Website, the type of browser, and the date and time of your activities. We use this information for system administration, technical troubleshooting, fraud investigation and our communications with you.

Your browser will accept cookies and allow automatic collection of information unless you change the default browser settings. Most web browsers allow you to manage your cookie preferences.

You can enable cookies as follows:

- 1. Open the browser.
- 2. Click on the Tools menu. ...
- 3. Select "Internet Options". ...
- 4. Click on the Privacy tab. ...
- 5. Click on "Sites". ...
- 6. Enter the names of the sites from which you want to enable cookies and click "Allow".
- 7. Click "Accept"

You can disable these technologies in the following way:

- 1. Open the browser.
- 2. Click on the Tools menu. ...
- 3. Select "Internet Options." ...
- 4. Click on the Privacy tab. ...
- 5. Click on "Sites". ...
- 6. Click on "Block"
- 7. Click "Accept"

If cookies on the Website are disabled, our Site will not load properly.

VII. Update or changes to the Privacy Notice

In case there is any update or modification, EW will make it available to you through our website www.evanston-wicker.com

VIII. Use of the site by minors.

EW takes special care to protect the personal data of minors, so we recommend that parents take a proactive role in the use that their minor children make of the Internet. It is not our intention to collect information from children and, in general, from children under 18 years of age. If you are under 18, you must not provide any information, or personal data on our site unless you have the consent of your parents, or guardians and we have verified the authenticity of such consent.

IX. Claims and complaints.

You may contact EW and its data privacy team if you wish to ask questions regarding the use of your personal data, if you wish to revoke your consent to the use of your personal data, if you wish to object to the use of your personal data for specific purposes, if you wish to request a copy of the personal data we have, for the exercise of your ARCO rights.

If you consider that your personal data protection rights have been infringed by the conduct of our employees, actions or responses or you believe that there is an infringement to the provisions of the Law, you can file a claim or complaint with the National Institute of Transparency, Access to Information and Protection of Personal Data and visit the page www.inai.org.mx for more information.

X. Security and Confidentiality.

EW has implemented administrative, technical and physical security measures that allow you to protect your personal data against damage, loss, alteration, destruction, use, access or unauthorized processing. In the event that any security breach occurs at any stage of the processing of your data, EW will inform you immediately so that you can take the corresponding measures to defend your rights.

EW will maintain the confidentiality of your personal data even after the end of our contractual relationship.

EW will keep your personal data during the time of our contractual relationship and / or during the time that you maintain an active account on our site and for the time necessary to comply with the obligations derived from our contractual relationship, including obligations to any competent authority.

Last update of this Privacy Notice: 31/07/2020.