



NOTICE OF PRIVACY

IDENTITY, ADDRESS, AND COMMITMENT OF THE INVOLVED:

Ingeniería y Sistemas Contra Incendio, S.A. de C.V. (hereinafter as "ISCISA"), with an address located at Puerto Melaque 1345, Col. Santa María, Cp. 44350, Guadalajara Jalisco.

ISCISA undertakes to handle the personal data it receives with the most complete confidentiality following the internal policies of the company itself and with the applicable legal provisions.

PERSONAL DATA COLLECTED:

ISCISA only collects personal data from some employees, job applicants, suppliers, contractors, and clients. In each case, the following personal data is collected or may be collected:

Job applicants: In the particular case of ISCISA job applicants, the personal data collected are: name, address, date of birth, telephone, email, gender, marital status, education, and psychometrics. In the specific case of psychometrics, these can be considered as sensitive in the terms of the Federal Law on Protection of Personal Data in Possession of Private Parties, and its utilization is necessary to be able to evaluate their profile and determine their possible hiring.

Workers: In the particular case of **ISCISA** workers, the personal data collected are: name, birth date, birthplace, address, telephone, email, gender, marital status, Federal Taxpayers Registry number (RFC), Unique Population Registry Code (CURP), family data (name, telephone number, and email), employment history, information on general knowledge, personal references, schooling, social security number, blood type, psychometrics, credit status with the "Fondo Nacional de la Vivienda Para Los Trabajadores"(INFONAVIT), certificate of no criminal record (in some cases), results of toxicological tests (in some cases), bank account numbers. Some of the previously mentioned data are of a patrimonial and/or sensitive nature in terms of the Federal Law on Protection of Personal Data in Possession of Individuals, specifically are considered sensitive, the blood type, psychometrics, certificate of no criminal record, bank account numbers, and the results of toxicological tests, its usage is necessary for the full and healthy development of the employment relationship and/or services that binds him/her to **ISCISA**.

Suppliers and Contractors: In the particular case of suppliers and contractors that have business relationships with **ISCISA**, the personal data collected are: name, tax address, telephone number, Federal Taxpayer Registry number (RFC), bank account data, email, name of the beneficiary.

Customers: In the particular case of **ISCISA** Customers, the data collected are name, tax address, telephone number, Federal Taxpayer Registry number (RFC), email.



PURPOSES:

In the particular case of you as (Job Applicant, Worker, Supplier, Contractor or Client), as pertinent, the treatment that ISCISA will give to your data will have the purpose of making possible the integral development of the particular relationship that you have decided to establish with **ISCISA**, in accordance with company policies and applicable contractual and legal provisions. Any treatment that ISCISA carries out of your data must find reasonable justification for said general purpose. In particular, ISCISA will use your data for the following purposes:

In the case of Workers: Your data will be used so that **ISCISA** can fully develop the employment relationship, in accordance with its business policies and applicable contractual and legal provisions. Any treatment that **ISCISA** carries out of your personal data must find reasonable justification for said general purpose. In particular, your personal data will be used for the development of the employment and/or services relationship that links you to **ISCISA**; to pay your payroll and/or invoice; to grant you the agreed employment benefits; to evaluate your work and/or service provision; to assist you if necessary; for location; for internal control of the company; for evaluation of aptitude for the position before being hired and evaluation of their work and/or service provision during the development of the employment relationship and/or services; for the reciprocal fulfillment of the obligations generated from the labor and/or service relationship that unites it with **ISCISA**; and any other derived or directly related to the aforementioned purposes. In the particular case of workers, the management of their sensitive personal data is justified by the very nature of the employment relationship.

Job applicants: Your data will be used so that **ISCISA** evaluate your profile and review, investigate, analyze, and decide on your possible hiring. In other words, the purpose of the usage of your personal data will be limited to the contracting process that you initiate with **ISCISA** and any other derivative or directly related to the aforementioned purposes.

In the case of Suppliers and Contractors: Your data will be used to carry out the process of evaluation, selection, and registration of suppliers; receive the products or services that you offer; to make possible the reciprocal fulfillment of the obligations generated by virtue of the commercial relationship that binds it to **ISCISA**; quality analysis of its products and/or services; security and internal control in case of access to the facilities of the company or any of the clients, any other derivative or directly related to the aforementioned purposes.

In the case of Clients: Your data will be used to provide the services that you have contracted with **ISCISA**; to make possible the reciprocal fulfillment of the obligations generated by virtue of the commercial relationship that unites it with the company; inform you about our products



and/or services; security and internal control in case of access to the facilities; any other derivative or directly related to the aforementioned purposes.

TRANSFERS TO THIRD PARTIES:

Your personal data may be transferred to third parties, as long as the said transfer is directly related to the purposes referred to in the previous section. Your personal data may be processed within or outside the national territory by third parties, as long as said transfers are necessary and are all related to the purposes that have been made known to you. Such transfers involve but are not limited to the Secretariat of Finance and Public Credit, Insurance Companies, Financial Institutions; companies part of the business group of which **ISCISA** is part; authorities that require it in terms of the law.

In the specific case of **ISCISA** Workers, the aforementioned transfers also include, but are not limited to, The Mexican Institute of Social Security (IMSS), The Institute of the National Housing Fund for Workers (INFONAVIT), Payroll Agencies, Pantry Voucher Companies, Consultants in Human Resources matter; ISCISA Clients to whom the Worker is going to provide services.

Sensitive personal data will not be transferred unless it is strictly necessary to carry out the aforementioned purposes or if the law expressly allows it.

To provide you with greater certainty and following the provisions of article 36 of the Federal Law on Protection of Personal Data Held by Private Parties, you may oppose this transfer of data to third parties, except in those cases contained in article 37 of the same law in question. To do this, you must refer to the mechanism to exercise your ARCO rights or to revoke the consent that is established below.

SECURITY OF YOUR PERSONAL DATA:

ISCISA adopts various security measures to protect personal data, such as restricted access to databases, physical and electronic; confidentiality commitments assumed in accordance with the internal policies of the company regarding all the information to which the people who provide services to **ISCISA** have access due to their duties; confidentiality clauses with our suppliers; systems; there are locked files with restricted access; contracts and confidentiality and responsibility agreements with third parties who receive your personal data due to transfers necessary or related to the purposes indicated in the third section; Data update campaigns are carried out in order to purify the databases and respect



the quality principle reflected in the Federal Law on Protection of Personal Data Held by Individuals.

MECHANISMS TO EXERCISE YOUR ARCO RIGHTS OR TO REVOKE CONSENT:

In the cases authorized by law, you may have access to your data, or request its rectification, opposition, or cancellation, or oppose the total or partial treatment of your data (Arco Rights) and revoke the consent previously granted, as follows:

You must fill out the unique form for the exercise of ARCO Rights and Revocation of Consent, which must be requested from the marketing department either by sending an email to the following address contacto@iscisa.com.mx, or in person at ISCISA offices. In this format, its filling is explained, as well as the way in which you must prove your personality, among other things.

Once the said document has been completed, it must be delivered duly signed to the Management, at the address indicated in the first section of this document, with the corresponding annexes.

Within the deadlines established by law and in said terms, **ISCISA** will communicate the response to your request. If necessary, **ISCISA** may request that you expand or clarify the information that you have provided through the aforementioned format, in order to be able to fully respond to your request.

For more information regarding the exercise of your ARCO Rights, please contact the aforementioned email.

ADDITIONAL MEANS TO LIMIT THE USE OR DISCLOSURE OF YOUR DATA:

In order for you to limit the use and disclosure of your personal data, we inform you that, in addition to the security measures that **ISCISA** has, you have at your disposal the registration in the Public Registry to Avoid Advertising, which is in charge by the Federal Consumer Prosecutor's Office so that your data is not used to receive advertising or promotions from companies of goods or services. For more information about this Registry, you can consult the PROFECO Internet web site available at <https://www.gob.mx/profeco>, or contact them.

Regarding **ISCISA**, you can at any time assert your ARCO Rights to limit the use that the company makes of your personal data, always with unrestricted adherence to this privacy notice.

CHANGES TO THE PRIVACY NOTICES:

Any change in this privacy notice or in the purposes of the treatment of the data that you have provided us will be communicated to you by the means that are reasonable, as well as



by publication in visible places of the ISCISA facilities, or it will be made arrive by email or any other effective and adequate means of communication.

Therefore, the procedures for communicating changes will be based on the following:

Publication in visible places of the **ISCISA** facilities: Once the modification is foreseen, the notice that communicates the above will be published, which will mention that anyone who has an interest in knowing our new notice of privacy, will have 15 days from its publication to request a copy of the new notice with the modifications. After those 15 days, and no objections, reservations, comments or clarifications have been expressed, it will be understood as acceptance by the recipients of the new privacy notice. This understanding that at any time you can oppose the new privacy notice following the established procedure to exercise your ARCO rights or to revoke the established consent.

By email: The same procedure referred to above is replicated with the exception that the notice that is published will circulate electronically.

Any other effective and reasonable means of communication: for these means, ISCISA will communicate 5 days in advance of the notice, through the aforementioned procedure, which will be the effective and reasonable means of communication that have been designated for that purpose. After those 5 days, the corresponding notice will be made according to the guidelines provided in this document.

Date of last update: January 2021